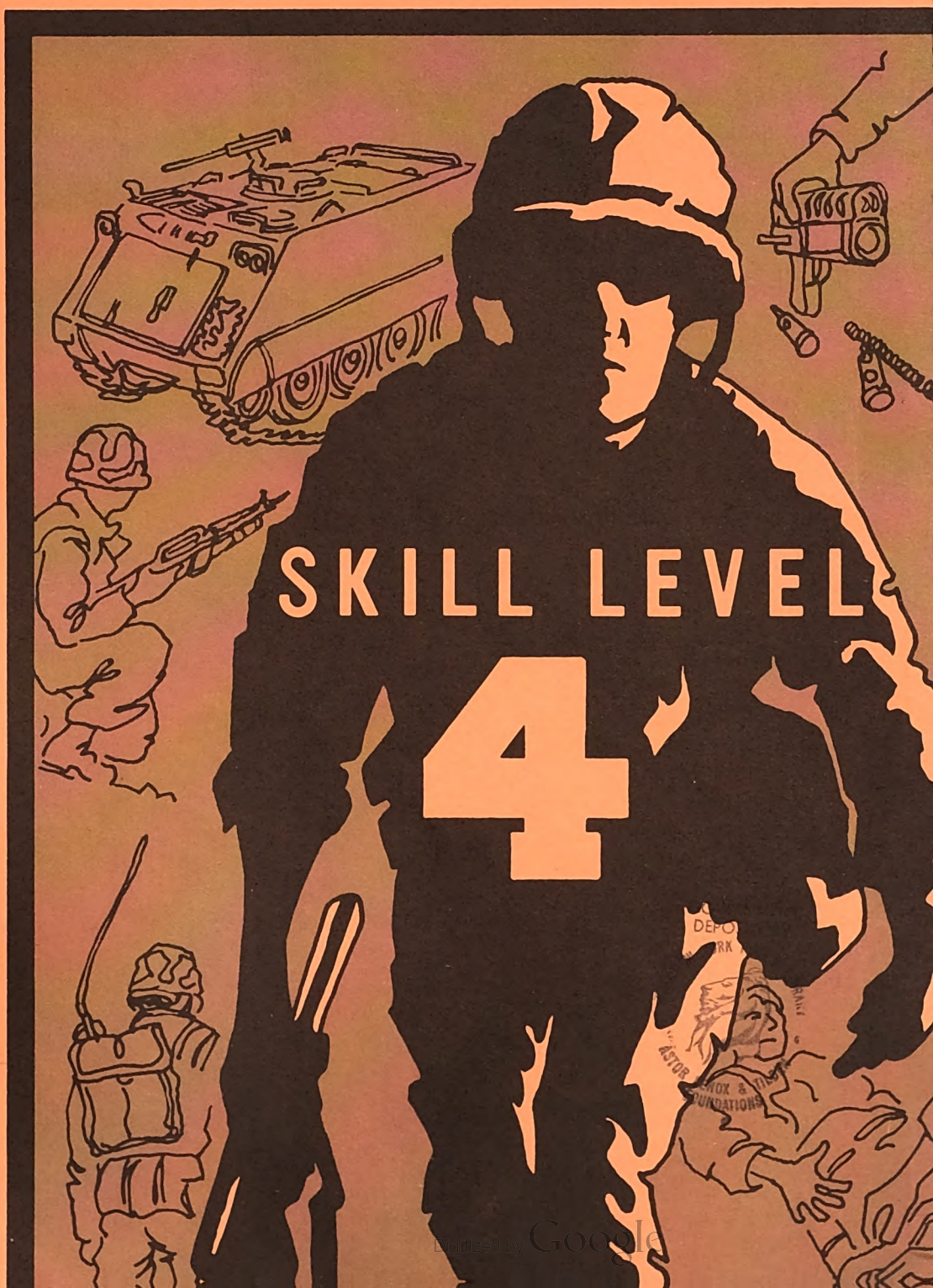
US
War Dept Field Manuals

SOLDIER'S MANUAL

11B40 - INFANTRYMAN



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COMMANDERS ATTENTION

Distribute this manual to each soldier in MOS 11B skill levels 3 - 5.

The Soldier's Manual is designed to tell the soldier what tasks he must be proficient in to be MOS qualified. If the soldier follows the road map it provides, he should progress readily to positions of responsibility commensurate with his aptitude and motivation.

Initial distribution of Soldier's Manuals will be "pushed" down to the unit level, based upon assigned strength in the particular MOS and skill level. In the event additional manuals are needed by the unit for MOS study, libraries or other training needs, DA Form 17 (Request for Publications) may be sent directly to the US Army Publications Center, 2800 Eastern Boulevard, Baltimore, Maryland 21220.

The individual soldier is responsible for retaining and maintaining his manual. Soldier's Manuals are designed on the modular system. Each skill level manual builds upon the other. As an example, a skill level 3 soldier needs manuals 1 through 4. Levels 1 through 3 tell the level 3 soldier what he needs to know for proficiency at this present skill level. The skill level 4 manual tells him what he must be able to do at the next skill level. The point is - he needs all 4 manuals to know all he needs to know.

Upon promotion to grades E5, E6, E7, or E8, the soldier must order his next higher level manual directly from the preparing agency identified in this manual.

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RESERVE COMPONENTS

ARMY NATIONAL GUARD—ARMY RESERVE

This page is information for you the Reserve Component soldier. This Soldier's Manual, as published, is representative of the critical tasks to be performed by the Active Army soldier in your MOS on equipment available in the Active Army inventory.

Most tasks in this manual *are applicable to you* without changes. However, some tasks may require modification due to differences of equipment, facilities and training time available to you.

By now, you are probably wondering why this special page. This is to inform you that due to time constraint, this soldier's manual has not undergone a review process necessary to make it equitable to you the Reserve Component soldier. In the meantime, you will be using this manual along with your Active Army counterpart. Future publications of soldier's manuals will undergo the necessary review process. This manual will be included in that review and if applicable, change sheets will be published and distributed to you.

Many tasks that you learned in BCT and AIT are in this manual. There are other critical tasks that you are responsible to learn on your own. Training references/materials are available and can be provided to you through your unit. This is where your initiative comes into play. It is to your advantage to take the initiative NOW. Your performance in your duty position will be based on your ability to perform all the critical tasks for which you are accountable.

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HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, D.C.

SOLDIER'S MANUAL

11B40 - INFANTRYMAN
SKILL LEVEL 4

The new Table of Contents, Introduction, and Tasks contained in this document provides for upgrading and updating FM 7-11B3 to form FM 7-11B4 for Skill Level 4 soldiers (E-7s).

FM 7-11B3, May 1976, is updated as follows:

1. **Remove the following from FM 7-11B3:**

Front Cover
Table of Contents ..... Pages I, II, & III

2. **Insert the following pages as indicated below:**

MAJOR AREA	ADD PAGES	AFTER PAGE
Front Cover - SL 4	N/A	N/A
Table of Contents - SL4	Pages I, II, & III	Cover
SL 4 Introduction and Road Map	Section IV Divider thru 1-IV-B-13	1-III-B-11
First Aid	2-I-A-3 thru 2-I-A-3.3	2-I-A-2.1
Nuclear, Biological, and Chemical	2-I-B-16 thru 2-I-B-19.1	2-I-B-15.5
Basic Individual Techniques	2-II-A-8 thru 2-II-A-9.2	2-II-A-7.3
Communications	2-II-D-14 thru 2-II-D-14.1	2-II-D-13.3
106-mm Recoilless Rifle	2-III-I-13 thru 2-III-I-13.4	2-III-I-12.4
TOW	2-III-J-10 thru 2-III-J-10.8	2-III-J-9.4
Mines	2-IV-B-8 thru 2-IV-B-8.2	2-IV-B-7.7
Leadership	2-VI-A-6 thru 2-VI-A-7.7	2-VI-A-5.6
Training	2-VI-B-3 thru 2-VI-B-5.1	2-VI-B-2.2
Basic Tactics	2-VII-A-4 thru 2-VII-A-6.6	2-VII-A-3.2
Specialized Missions	2-VII-B-3 thru 2-VII-B-8.1	2-VII-B-2.7
Offense (Tactics)	2-VII-C-5 thru 2-VII-C-7.7	2-VII-C-4.5

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MAJOR AREAS	ADD PAGES	AFTER PA(
Defense (Tactics)	2-VII-D-7 thru 2-VII-D-11.2	2-VII-D-6.2
Mech In (Tactics)	2-VII-E-7 thru 2-VII-E-8.2	2-VII-E-6.4
Section VIII	Section VIII Divider thru 2-VIII-B-3.1	2-VII-E-8.2

3. File this change sheet in front of the SL 3 change sheet for reference purposes.
The proponent agency of this field manual is The United States Army Infantry School. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commandant, United States Army Infantry School, ATTN: ATSH-I-V-IT, Fort Benning, Georgia 31905.

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SOLDIER'S MANUAL 11B
LIGHT WEAPONS INFANTRYMAN SKILL LEVEL 4

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CHAPTER 1

LIGHT WEAPONS INFANTRYMAN

SECTION IV
SKILL LEVEL FOUR
INTRODUCTION AND ROAD MAP

FM 7-11B4

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HOW TO USE THE SOLDIER'S MANUAL

The Soldier's Manual for Skill Level 4 soldiers (grade E7) contains basic combat tasks that all 11B40 Light Weapons Infantrymen must be able to perform. These tasks are listed on the Road Map for Skill Level 4 under "BASIC TASKS FOR ALL SKILL LEVEL 4 LIGHT WEAPONS INFANTRYMEN." The Road Map will tell you the page on which each task can be found.

MANDATORY TASKS

Tasks that are marked "MANDATORY" will receive priority training and will be among those tested on the Skill Qualification Tests. Additional mandatory tasks may be added later.

ADDITIONAL TASKS FOR SELECTED DUTY POSITIONS

Your duty position may require you to be able to do some add-on tasks. The table below lists the duty positions which require add-on tasks and the number of add-on tasks required. A list of tasks for each duty position and the page on which each task can be found are listed on the Road Map for Skill Level 4 under "ADDITIONAL TASKS FOR SELECTED DUTY POSITIONS."

DUTY POSITION	NUMBER OF TASKS
Platoon Sergeant (TOW)	10
Platoon Sergeant (106-MM RCLR)	13
Platoon Sergeant (Mechanized Units)	17
Assistant Operations Sergeant	16
Scout Platoon Sergeant	5

Refer to the Introduction to Skill Level 1, pages 1-I-A-5, -6, and -7, for an explanation of the Training and Evaluation outline.

At Skill Levels 1 and 2, you were concerned with individual tasks. These tasks were aimed at qualifying you as a member of one of the elements of the Light Weapons Team. While you had to be aware of other members' actions, you were only responsible for your own. At Skill Level 3 you were given tasks that tested your ability to lead; your responsibilities became more complex at that level. You not only had to be aware of what others were doing, you had to CONTROL their collective actions. You were expected to master those combat skills, to train others to a high degree and to insure that the skills are applied in combat. At Skill Level 4, your responsibilities are even more complex than at Skill Level 3. You are now responsible for the administration, tactical employment, and training of your platoon to meet or exceed the standards set forth in your unit's ARTEP.

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A NOTE TO TRAINERS

Today, we are concerned with training combat leaders who are prepared to win the first battle of the next war. We must seek men who are knowledgable in their individual jobs and the jobs of their subordinates, and who can lead men; these are the ones who will receive leadership positions. In order to train, platoon sergeants must build clear word pictures and issue specific instructions. NOTHING SHOULD BE LEFT TO CHANCE OR DOUBT.

The job of a platoon sergeant, one of the most difficult on the battlefield, must be simplified as much as possible. This is where cross-training and the team system will relieve the platoon sergeant of many of his problems of battlefield explanation. Through cross-training and the team system, a more efficient organization will be created.

To make a decision while engaged with an enemy -- to locate an enemy -- to attack targets -- to properly use terrain -- to control elements -- to inspire men -- to keep the element's aggressive spirit alive -- these are challenges enough for any man, and they are very real. They must be approached with all the enthusiasm and dedication one can muster. Your unit's training program should be based on how well you, your squad leaders, and fire team leaders can perform the combat tasks contained in the Soldier's Manuals. After you have determined your own proficiency level and that of your squad leaders and fire team leaders, you must train in the areas of poor performance first.

A basis for evaluating your unit training is the ARTEP. It sets forth the missions which the Light Weapons Team must perform in combat and identifies the skills associated with these missions. The ARTEP establishes the MINIMUM STANDARDS that the Light Weapons Team must achieve in training if it is to FIGHT and WIN on the MODERN BATTLEFIELD.

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HOW TO PREPARE YOURSELF FOR PROMOTION

The Army will only promote men who have proved that they can do the job. In other words, you must show that you can do the tasks required of a First Sergeant before you can be considered for promotion to that grade. Here is how the system works:

1. LEARN THE TASKS IN THIS MANUAL that apply to you. As soon as you have done that, ask for a copy of FM 7-11B5 Soldier's Manual (for Skill Level 5).

2. Then LEARN THE TASKS IN THE SKILL LEVEL 5 MANUAL. Many of the tasks you have learned at preceding skill levels will also apply to you at SKILL LEVEL 5.

3. As an E7, you will TAKE A SKILL QUALIFICATION TEST (SQT). The SQT will test your ability to do the tasks in the Soldier's Manual. If you make a high enough score on the test, you will be given the Skill Level 5 rating which you must have before you are promoted to E8. Since the SQT will use the same conditions and standards used in the Soldier's Manual, you will be able to prepare in advance for the SQT.

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4. The SQT has three parts: written, hands-on, and task certification. Sixty to ninety days before the SQT is given, an SQT notice will be sent to each unit. It will tell which tasks will be tested in each part of the SQT. It will also tell how the task will be tested. There are three different ways to test a task. First, you may be asked to answer a **written question** about how a task is preformed. You will pick the correct answer from a list of answers and mark the correct answer on a machine-scored answer sheet. Second, you may be asked to actually do the task. For example, you may be given an M72A2 LAW and be asked to prepare it for firing. This is called a **hands-on test** which means you are actually required to do the task as you would on the job. Third, your unit commander may observe your performance of a task and report your ability **(task certification)** to perform it as part of your SQT score. Your performance on all three parts of the test will be reported to you sometime soon after you complete the SQT. You will be told on which tasks you did not perform well. You can use your Soldier's Manual to improve your performance in those areas.

5. Also while you are an E7, you should start taking subcourses from the Senior Noncommissioned Officer's Non-Resident Course (SNCOC) which pertain to your duty position. These courses will help you develop skills which are required for promotion.

6. In addition to the SQT, you will RECEIVE A SENIOR ENLISTED EVALUATION REPORT (SEER). In the SEER, your supervisor will give his opinion of your performance on the job. Both the SQT and SEER will be used to determine your future.

7. If you don't understand any parts of the manual or want to know more about advancement opportunities, see your first sergeant. Take advantage of his knowledge and experience.

8. At the top of your enlisted chain of command is your sergeant major. He is an expert in helping soldiers learn about training, evaluation, and the system for getting ahead in the Army. As such, he is responsible for insuring that your first sergeant either provides the assistance you need or refers you to him for his guidance and help.

9. The Army wants and needs well-trained soldiers who desire to advance through the ranks. This manual and the willing assistance of senior NCOs are the tools you can use to your advantage and the Army's.

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ROAD MAP

FOR
LIGHT WEAPONS INFANTRYMAN SKILL LEVEL 4

BASIC TASKS FOR ALL SKILL LEVEL 4 INFANTRYMEN

BATTLEFIELD SURVIVAL

	PAGE
FIRST AID	
Apply the four life-saving measures (clear the air-passages, stop the bleeding, treat for shock, protect the wound).	2-I-A-1
Apply first-aid measures for burns.	2-I-A-2
Request/control medical air evacuation of casualty/casualties.	2-I-A-3
NUCLEAR, BIOLOGICAL, AND CHEMICAL	
Maintain protective mask and accessories.	2-I-B-1
Put on a protective mask.	2-I-B-2
Take cover as protection against NBC hazards.	2-I-B-3
Decontaminate self and individual equipment.	2-I-B-4
Administer antidote to a nerve-agent casualty.	2-I-B-5
Apply artificial respiration to a chemical-agent casualty.	2-I-B-6
Determine personnel needs and personnel hygiene in a chemical environment.	2-I-B-7
Identify NBC hazards and take appropriate actions.	2-I-B-8
Initiate unmasking procedures.	2-I-B-9
Implement mission-oriented protective posture (MOPP).	2-I-B-10
Cross a contaminated area.	2-I-B-11
Protect supplies and equipment from NBC hazards.	2-I-B-12

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Decontaminate unit equipment.	2-I-B-13
Operate IM 174A/PD radiacmeter.	2-I-B-14
Prepare and submit NBC 1 report.	2-I-B-15
Supervise unit decontamination of equipment.	2-I-B-16
Employ the M8 automatic chemical agent alarm system.	2-I-B-17
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Prepare and submit NBC-4 report.	2-I-B-19

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Maintain individual physical fitness appropriate to unit mission.	2-I-C-1
Lead physical conditioning activities.	2-I-C-2

COMBAT TECHNIQUES

BASIC INDIVIDUAL TECHNIQUES

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React to indirect fire.	2-II-A-3
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Estimate range.	2-II-A-6
Call for/adjust indirect fire (using grid coordinate method of target location and bracketing method of adjustment).	2-II-A-7
Call for/adjust indirect fire using the creeping method.	2-II-A-8
Select a movement route using a map.	2-II-A-9

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Camouflage/conceal equipment.	2-II-B-2
Camouflage/conceal defensive positions.	2-II-B-3

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Select temporary battlefield positions. 2-II-B-4

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Clear fields of fire. 2-II-B-6

Supervise/evaluate construction of rifleman's defensive position. 2-II-B-7

SECURITY AND INTELLIGENCE

Use challenge and password. 2-II-C-1

Process known or suspected enemy personnel. 2-II-C-2

Collect/report information - SALUTE. 2-II-C-3

Conduct day and night surveillance without the aid of electronic devices. 2-II-C-4

Recognize vulnerabilities of enemy armor to individual (M16A1 and M203) and crew-served (M60) weapons. 2-II-C-5

Identify threat vehicles and weapons. 2-II-C-6

Enforce noise, light, and litter discipline. 2-II-C-7

Emplace and recover field-expedient warning devices. 2-II-C-8

Emplace/recover pyrotechnic early warning devices. 2-II-C-9

Emplace/recover electronic anti-intrusion devices. 2-II-C-10

Analyze terrain using OCOKA. 2-II-C-11

COMMUNICATIONS

Maintain field telephones (TA-1 and TA-312). 2-II-D-1

Install/operate field telephones (TA-1 and TA-312). 2-II-D-2

Maintain tactical FM radios (AN/PRC-77, AN/VRC-64, and AN/GRC-160). 2-II-D-3

Prepare/operate tactical FM radios, (AN/PRC-77, AN/VRC-64, and AN/GRC-160). 2-II-D-5

Use a Communications-Electronics Operating Instructions (CEOI) extract to determine call signs, frequencies, and item number identifiers. 2-II-D-7

Authenticate transmissions and encrypt/decrypt numbers and grid zone letters using KA 61 with KTC 1400 numeral code. 2-II-D-8

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Identify terrain features (natural and manmade) on the map.	2-II-E-1
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Locate an unknown point on a map or on the ground by intersection.	2-II-E-14
Locate an unknown point on a map or on the ground by resection.	2-II-E-15

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NIGHT VISION DEVICES

Maintain AN/PVS-2 (Night Vision Sight).	2-II-F-1
Conduct surveillance using an AN/PVS-2.	2-II-F-2

WEAPONS

M16A1 RIFLE

Maintain an M16A1 rifle, magazines, and ammunition.	2-III-A-1
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Load, reduce a stoppage, unload, and clear an M16A1 rifle.	2-III-A-3
Zero an M16A1 rifle.	2-III-A-4
Engage targets with an M16A1 rifle.	2-III-A-5
Prepare and use aiming and firing stakes for the M16A1 rifle.	2-III-A-6
Mount/dismount AN/PVS-2 on M16A1 rifle.	2-III-A-7
Zero AN/PVS-2 when mounted on M16A1 rifle.	2-III-A-8
Engage a target with a rifle using AN/PVS-2.	2-III-A-9

M203 GRENADE LAUNCHER

Maintain an M203 grenade launcher and ammunition.	2-III-B-1
Load, unload, and clear an M203 grenade launcher.	2-III-B-2
Zero an M203 grenade launcher.	2-III-B-3
Engage targets with an M203 grenade launcher and apply immediate action to reduce a stoppage.	2-III-B—4
Prepare and use aiming and firing stakes for the M203 grenade launcher.	2-III-B-5

LIGHT ANTITANK WEAPON (LAW)

Prepare an M72A2 LAW for firing; restore M72A2 LAW to carrying configuration. - MANDATORY TASK	2-III-C-1
Engage targets with an M72A2 LAW. - MANDATORY TASK	2-III-C-2
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Perform preoperational checks on Dragon tactical system. 2-III-H-2

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HANDGRENADES, MINES, AND DEMOLITIONS

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Install/recover an electrically armed Claymore mine.	2-IV-B-1
Fire a Claymore mine.	2-IV-B-2
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Drive a wheeled vehicle cross-country.	2-V-A-1
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Start a wheeled-vehicle engine using auxiliary power (M151, M715, and M561).	2-V-A-4
Perform an ESC (equipment serviceability criteria) inspection on a wheeled vehicle (M151, M715, and M561).	2-V-A-5
Maintain required TAMMS records on a wheeled vehicle (M151, M715, and M561).	2-V-A-6
Perform operator maintenance on a wheeled vehicle.	2-V-A-7

TRACKED VEHICLES (MECHANIZED UNITS ONLY)

Drive an APC cross-country.	2-V-B-1
Drive an APC on the road, in vehicle parks, and in built-up areas.	2-V-B-2
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Maintain required TAMMS records on a tracked vehicle.	2-V-B-7
Perform operator maintenance on an APC.	2-V-B-8

LEADERSHIP AND TRAINING

LEADERSHIP

Inspect personnel/equipment.	2-VI-A-1
Supervise maintenance on individual and TOE equpment.	2-VI-A-2
Enforce preventive medicine program (includes personal hygiene).	2-VI-A-3
Supervise subordinates.	2-VI-A-4
Prepare the rater's section of an Enlisted Evaluation Report (EER).	2-VI-A-5
Prepare the indorser's section of an Enlisted Evaluation Report (EER).	2-VI-A-6
Prepare the rater's section of a Senior Enlisted Evaluation Report.	2-VI-A-7

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TRAINING

Conduct a performance-oriented training session.	2-VI-B-1
Prepare and conduct a performance-oriented training session (individual and collective).	2-VI-B-2
Monitor and evaluate training.	2-VI-B-3

TACTICS

BASIC TACTICS

Introduction to Tactics.	2-VII-1
Control rate and distribution of fire.	2-VII-A-1
Prepare and issue an oral squad operation order.	2-VII-A-2
Consolidate and reorganize squad following enemy contact.	2-VII-A-3
Consolidate and reorganize platoon following enemy contact.	2-VII-A-4
Organize platoon for exterior guard mission.	2-VII-A-5
Use a map overlay.	2-VII-A-6

SPECIALIZED MISSIONS

Organize a tank hunter/killer team.	2-VII-B-1
Employ a tank hunter/killer team.	2-VII-B-2
Plan and conduct an area reconnaissance mission.	2-VII-B-6

OFFENSE

Control fire team movement.	2-VII-C-1
Select fire team (scout vehicle) overwatch position.	2-VII-C-2
Determine/implement light infantry squad movement techniques when not in contact with the enemy.	2-VII-C-3
Determine and direct fire and maneuver of light infantry squad against an enemy position.	2-VII-C-4
Prepare and issue an oral platoon offensive operation order.	2-VII-C-5
Determine/implement platoon movement technique when not in contact with the enemy.	2-VII-C-6

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Determine/direct fire and maneuver of platoon against an enemy position.	2-VII-C-7

DEFENSE

Supervise the preparation of squad defensive positions.	2-VII-D-1
Establish a listening post/observation post (LP/OP).	2-VII-D-2
Designate primary fighting positions for squad members.	2-VII-D-3
Designate alternate and supplementary positions for squad members (less crew-served weapons).	2-VII-D-4
Prepare a squad defensive sector sketch.	2-VII-D-5
Direct squad fires in the defense.	2-VII-D-6
Prepare and issue an oral platoon defensive operation order.	2-VII-D-7
Designate primary, alternate, and supplementary fighting positions for crew-served weapons.	2-VII-D-8
Prepare a platoon defensive fire plan.	2-VII-D-9
Coordinate with adjacent platoons.	2-VII-D-10
Direct platoon fires in the defense.	2-VII-D-11

ADMINISTRATION

Establish priorities for general maintenance.	2-VIII-B-1
Request supplies and logistical services.	2-VIII-B-2
Maintain accountability of personnel (status report, casualty report).	2-VIII-B-3

ADDITIONAL SKILLS FOR SELECTED DUTY POSITIONS SKILL LEVEL 4

HAW PLATOON SERGEANT (TOW)

Maintain TOW weapons system.	2-III-J-1
Load, correct malfunctions, unload, clear TOW.	2-III-J-2

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Engage targets with TOW.	2-III-J-3
Make a TOW launcher self-test and preoperational inspection.	2-III-J-4
Prepare a range card for a TOW.	2-III-J-5
Construct TOW position.	2-III-J-6
Camouflage/conceal TOW position.	2-III-J-7
Control TOW squad fires.	2-III-J-8
Plan and control TOW section fires.	2-III-J-9
Recommend/coordinate methods of employment for TOW	2-III-J-10

HAW PLATOON SERGEANT (106-MM RCLR)

Maintain caliber .50 spotting rifle, M8C.	2-III-I-1
Load, reduce a stoppage, unload, and clear the caliber .50 spotting rifle, M8C.	2-III-I-2
Maintain 106-mm RCLR.	2-III-I-3
Load, reduce a stoppage, unload, clear 106-mm RCLR.	2-III-I-4
Engage targets with the 106-mm RCLR.	2-III-I-5
Conduct 106-mm RCLR weapon system alinement.	2-III-I-6
Prepare a range card for a 106-mm RCLR.	2-III-I-7
Construct 106-mm RCLR position (mounted).	2-III-I-8
Construct 106-mm RCLR position (dismounted).	2-III-I-9
Camouflage/conceal 106-mm RCLR position.	2-III-I-10
Control 106-mm RCLR squad fires.	2-III-I-11
Plan and control 106-mm RCLR section fires.	2-III-I-12
Recommend/coordinate methods of employment for 106-mm RCLR.	2-III-I-13

PLATOON SERGEANT (MECHANIZED UNITS ONLY)

Maintain tactical FM radios (AN/VRC-46 and AN/VRC-47).	2-II-D-4

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Prepare/operate tactical FM radios (AN/VRC-46 and AN/VRC-47).	2-II-D-6
Maintain a caliber .50 machinegun and ammunition.	2-III-F-1
Target/confirm targeting on a caliber .50 machinegun.	2-III-F-2
Load, reduce a stoppage, unload, and clear a caliber .50 machinegun.	2-III-F-3
Engage targets with caliber .50 machinegun.	2-III-F-4
Set headspace and timing on a caliber .50 machinegun.	2-III-F-5
Mount/dismount AN/TVS-2 sight on caliber .50 machinegun.	2-III-F-6
Boresight AN/TVS-2 to caliber .50 machinegun.	2-III-F-7
Supervise combat loading of personnel and equipment in APC.	2-VII-E-1
Select exact terrain route for an APC, and direct the driver over the route.	2-VII-E-2
React to indirect fires while mounted.	2-VII-E-3
React to direct fires while mounted.	2-VII-E-4
Select/control occupation of an APC overwatch position.	2-VII-E-5
Determine and direct the fire and maneuver of a mechanized squad against an enemy position.	2-VII-E-6
Determine techniques of movement for mechanized infantry platoon.	2-VII-E-7
Designate tactical positions for APCs in the defense.	2-VII-E-8

ASSISTANT OPERATIONS SERGEANT

OPERATIONS

Monitor operations/movements of subordinate units.	2-VIII-A-1
Prepare/post daily staff journal.	2-VIII-A-2

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Establish and maintain S3 workbook.	2-VIII-A-3
Prepare an operation overlay.	2-VIII-A-4
Prepare/update enemy/friendly situation map.	2-VIII-A-5
Prepare situation report (SITREP).	2-VIII-A-6
Prepare, assemble, and distribute an operation plan/operation order/annex.	2-VIII-A-7
Prepare a fragmentary order.	2-VIII-A-8
Plan/request preplanned close air support.	2-VIII-A-9
Relay request for immediate close air support.	2-VIII-A-10
Prepare road movement graph.	2-VIII-A-11
Prepare air movement plan.	2-VIII-A-12
Supervise establishment/displacement of tactical operations center (TOC).	2-VIII-A-13
Prepare a message.	2-II-D-14

TRAINING

Screen training schedules.	2-VI-B-4
Evaluate (inspect) training.	2-VI-B-5

SCOUT PLATOON SERGEANT

Plan and conduct a route reconnaissance mission.	2-VII-B-3
Prepare a route reconnaissance overlay.	2-VII-B-4
Prepare a bridge reconnaissance report.	2-VII-B-5
Plan and conduct a screening mission.	2-VII-B-7
Plan and conduct a zone reconnaissance mission.	2-VII-B-8

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TRAINING AND EVALUATION OUTLINE

TASK

REQUEST/CONTROL MEDICAL AIR EVACUATION OF CASUALTY/CASUALTIES.

EVALUATION

CONDITIONS:

During daylight, in a field environment, given a 1:50,000 map, grid coordinate location, FM tactical radio, frequency and call sign, medic (optional), marking material (engineer tape, panels, rocks, etc.), and a casualty/casualties with an injury/injuries that cannot be treated on the site or an injury/injuries that has been treated and still requires medical air evacuation.

STANDARDS:

1. Select and mark an appropriate landing site for medevac aircraft (minimum requirement for light helicopter is a cleared area 100 feet in diameter with an approach and departure zone clear of obstructions) or assure that medevac personnel are aware of lack of a landing site.

2. Call for and request air medevac using the following elements in sequence:

a. **Location** - Two-letter 100,000 grid identification and 6-digit grid coordinate.

b. **Radio Frequency/Call Sign** - Radio frequencies and call sign of unit requesting the air medevac.

c. **Precedence** - Urgent, priority, or routine as recommended by medical personnel present or by ranking individual on the site.

d. **Special Equipment** - Hoist, jungle/forest penetrator (for dense tree growth) or equipment deemed necessary by medical personnel.

3. Prior to arrival of medevac aircraft, obtain the following information concerning the casualty/casualties.

a. U.S. Personnel - Name, rank, social security number, and organization (if applicable).

b. Other Personnel - Name and nationality.

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4. Load and aid in positioning of casualties aboard medevac aircraft. If there is more than one casualty, load the most serious litter casualties last. Insure weapon(s) accompany casualty/casualties.

TRAINING

1. Selection and Marking of Helicopter Landing Sites. The unit requesting air ambulance service is responsible for selecting and properly marking the helicopter landing sites.

a. The helicopter landing site and approach zones to the areas should be free of obstructions. Inclosed areas of restricted space, such as small clearings, should be avoided. The approach zones should permit the helicopter to land and take off into the prevailing wind.

b. Definite measurements for landing sites **cannot** be prescribed, since they must vary with temperature, altitude, wind, terrain, loading conditions, and individual helicopter characteristics. The minimum requirement for a light helicopter is a cleared area 100 feet in diameter with an approach and departure zone clear of obstruction.

c. The landing site should be outlined with material, such as engineer tape or rocks, of a color contrasting with the background. Where the tactical situation permits, a landing site should be marked with a letter **"H"**, using identification panels or other appropriate marking material (figure 1).

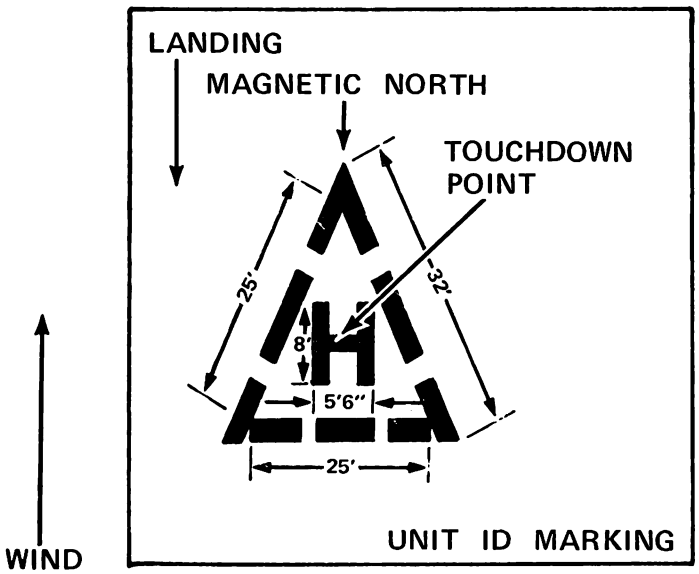

Figure 1.

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2. Army medical air evacuation requests will include the following elements in the sequence listed:

a. **Location.** Grid coordinates will contain the 6-digit grid location and be preceded by the 100,000 meter grid identification.

b. **Radio Frequency/Call Sign.** The frequency and call sign should be that of the radio at the site of the unit requesting the medical evacuation.

c. **Patient Category of Precedence.** This is the movement (pickup) precedence as recommended by the medical personnel or ranking individual if no medical personnel are present at the casualty location.

(1) **Urgent.** Emergency cases which must be evacuated immediately to save life or limb. It is used when evacuation is required within two hours.

(2) **Priority.** Casualties requiring prompt medical care not locally available. This is used when it is anticipated that the casualty must be evacuated within four hours or his medical condition will deteriorate and become an urgent case.

(3) **Routine.** Casualties requiring evacuation, but whose condition is not expected to deteriorate during the first several hours or longer. **NOTE: Psychiatric cases are considered in this category.**

d. **Special Equipment/Emergency Medical Supplies.** These may include, but are not limited to a hoist or jungle/forest penetrator (used to evacuate a casualty from a dense growth of trees and vegetation which prevents a medevac aircraft from landing) or other medical supplies, as deemed necessary by the medical personnel present at the casualty site.

NOTE: THE LOCATION, CALL SIGN AND RADIO FREQUENCY, CATEGORY OF PRECEDENCE, AND SPECIAL EQUIPMENT SHOULD ALWAYS BE TRANSMITTED FIRST BECAUSE THEY ARE ESSENTIAL FOR AN AIR AMBULANCE MISSION TO BE CONDUCTED. THE FOLLOWING ITEMS SHOULD ALSO BE SENT WHEN TIME AND SITUATION PERMIT.

e. **Number and Type of Casualties.** Example: 2 litter and 1 ambulatory patients.

f. **Type of Injury, Wound, or Illness.** Example: Penetrating gunshot wound (GSW) of abdomen, first and second degree burns over 30 percent of body, etc.

g. **Patient Nationality.** Self-explanatory e.g., US military, civilian, third country national.

h. **Security of Pickup Site.** Information on the enemy; example: Enemy forces located approximately 300 meters south of this location. Presently receiving incoming indirect enemy fire. If there is no enemy activity, so state.

i. **Site Marking.** This is the method of marking the site such as smoke, panels, flares, etc., or other means as directed by the pilot.

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j. **Weather at Pickup Site.** Cloudy, windy, rainy, sunny or clear, etc.

k. **Terrain Description.** Self-explanatory, e.g., flat and open, slope, pinnacle, etc.

3. Information Concerning Casualties. Prior to the arrival of medevac aircraft, obtain the following information which pertains to any casualty.

a. U.S. Personnel - Name, rank, social security number, and organization.

b. Other Personnel - Name and nationality. This information is used for locating the casualty after he is evacuated and hospitalized.

4. Responsibility for Loading and Security. The pilot of the aircraft is responsible for insuring that prescribed methods of loading and securing litters and related equipment are followed by the personnel loading patients in the helicopter. The final decision as to how many patients may be safely loaded lies with the pilot in command of the aircraft. If there is more than one casualty, the most serious litter casualties should be loaded last so they can be unloaded first upon arrival at the field hospital.

TASK NUMBER: 071-11A-0075

REFERENCES:

FM 8-15, Medical Support in Divisions, Separate Brigades, and The Armored Cavalry Regiment

FM 8-35, Transportation of the Sick and Wounded

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TASK
SUPERVISE UNIT DECONTAMINATION OF EQUIPMENT.

EVALUATION

CONDITIONS:

Given a requirement to recommend a layout for and maintain operation of unit decontamination station for your unit's vehicles and other major items of equipment.

STANDARDS:

1. Select decontamination agents and methods appropriate to type of equipment and type of contamination.

2. Recommend organization for and layout of the decontamination station.

TRAINING

1. Unit decontamination is performed by unit personnel normally under the supervision of the unit CBR officer or CBR NCO, using the unit's decontaminating equipment (sometimes with additional equipment from higher headquarters) and the procedures discussed in the TASK: **Decontamination of Unit Equipment.** Figure 1 illustrates a suggested layout for an equipment decontamination station. When using DS2 at point #2, you should omit point #3.

2. Decontaminating materials, their uses, and actions. The materials listed below may be used on most types of equipment unless otherwise specified.

a. STB Decontaminating Agent (Bleach).

(1) How used. STB can be applied undiluted but should be used either as a dry mix (with earth) or a wet mix (with water).

NOTE: It should not be left on contaminated surfaces for longer than 24 hours.

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(2) Action. STB neutralizes liquid chemical agents by chemical action. Wet mix is effective against biological agents.

b. DS2 Decontaminating Agent.

(1) How used. DS2 can be applied easily with the 1½-quart decontaminating apparatus, a broom, or a swab. One application of DS2 should be made to the contaminated surface and, after 30 minutes, flushed with water.

(2) Action. DS2 neutralizes all known chemical agents and most biological agents.

c. BPL Biological Decontaminant.

(1) How used. BPL can be disseminated as an aerosol. Normally one gallon of BPL is required to decontaminate each 25,000 cubic feet of space.

(2) Action. BPL destroys micro-organisms, including bacterial spores.

d. Washing Soda (Sodium Carbonate).

(1) How used. A solution is made by stirring 2 pounds of washing soda into 2½ gallons of water.

(2) Action. It neutralizes most chemical agents and is especially effective against G-agents.

e. Caustic Soda (Lye).

(1) How used. A 5 percent solution is made by stirring 1 pound of lye into 2½ gallons of water.

(2) Action. It is used to neutralize chemical and biological agents. Decontamination is faster with concentrated solutions.

f. Fuels and Solvents.

(1) How used. Fuel is applied to contaminated surfaces and ignited. Solvent is applied with swabs, taking care not to spread contamination.

(2) Action. Ignited fuel destroys agents; solvents merely remove them, but sufficient solvents can dilute the most dangerous contamination.

g. Water or Steam.

(1) How used. It is applied under high pressure.

(2) Action. It removes dirt or grease containing chemical agents or radioactive material. Hot soapy water destroys G-agents and physically removes other chemical and radiological contamination.

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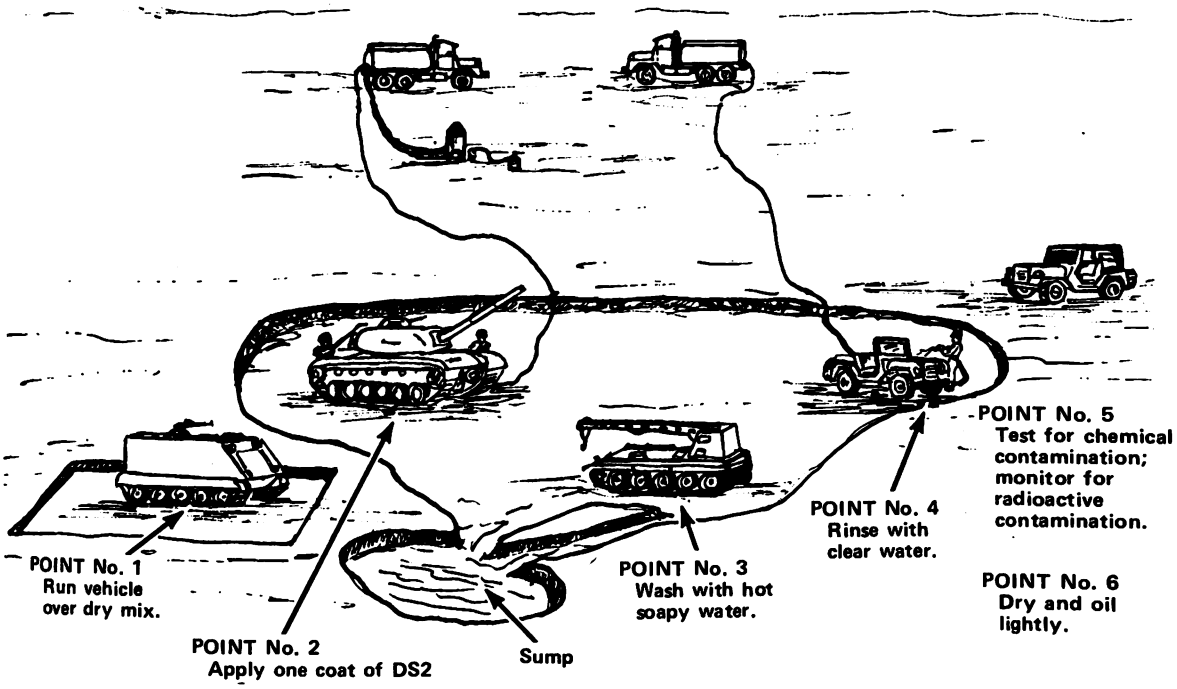

Figure 1.

h. Hot air.

(1) How used. For special situations, such as decontamination of delicate instruments contaminated with liquid agents.

(2) Action. It evaporates liquid chemical contaminants.

3. The decontaminants listed above are not to be used for decontamination of personnel.

TASK NUMBER: 071-11A-0127

REFERENCES:

FM 21-40, Chemical, Biological, Radiological, and Nuclear Defense
TM 3-220, Chemical, Biological, and Radiological Decontamination.

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TRAINING AND EVALUATION OUTLINE

TASK

EMPLOY THE M8 AUTOMATIC CHEMICAL AGENT ALARM SYSTEM

EVALUATION

CONDITIONS:

Given an M8 alarm system which consists of M43 Detector, M42 Alarm, M10 Power Source, BA 3517/U Battery (for hand carry or backpack), TM 3-6665-225-12, and vehicle applicable to your specific unit.

STANDARDS:

1. In a stationary situation, insure the alarm system is connected, a functional test conducted (with the alarm system located approximately 150 meters forward of the friendly element) and repositioned as wind direction changes.
2. During movement, insure the alarm system is connected, mounted on the forward vehicle or is with the most forward man (man-packed or hand-carried in the moving element) and a functional test is conducted.

TRAINING

1. Automatic Chemical Agent Alarm. The M8 automatic chemical agent alarm is the primary means of detecting chemical agents arriving from an upwind chemical attack. It is capable of detecting chemical agents primarily in vapor and inhalant aerosol form by an automatic low-level audible alarm and visual signal. It is issued to platoons, companies, and similar units. See TM 3-6665-225-12 for technical details on the M8 automatic chemical agent alarm.

2. Components of the M8 alarm system (see figure 1).

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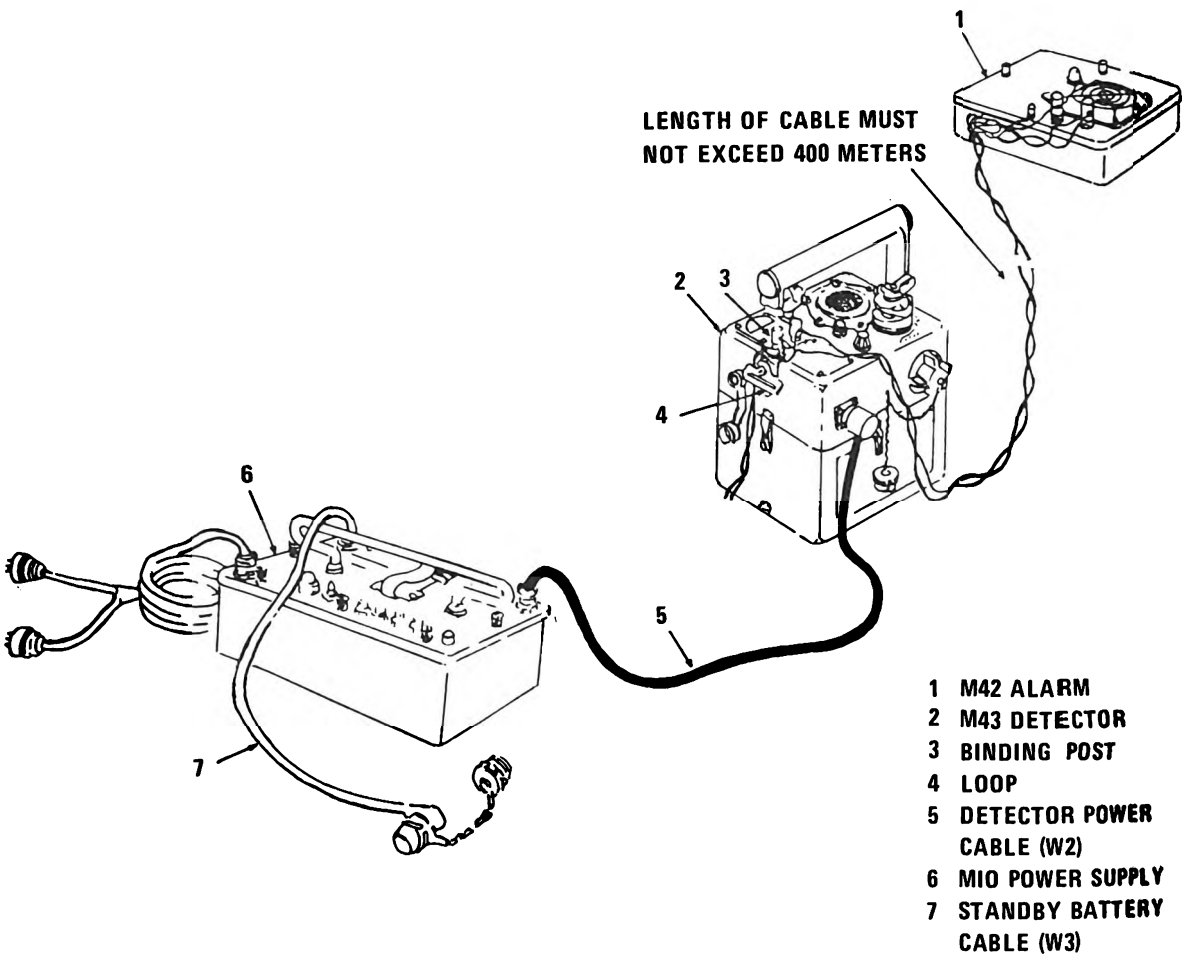

Figure 1.

3. Employment. A typical organization of an automatic chemical agent alarm system for the company in the defense is illustrated in figure 2. If the prevailing wind changes, the detectors must be moved accordingly. The detector can be mounted on a vehicle or carried by hand/backpacked when the unit is on the move.

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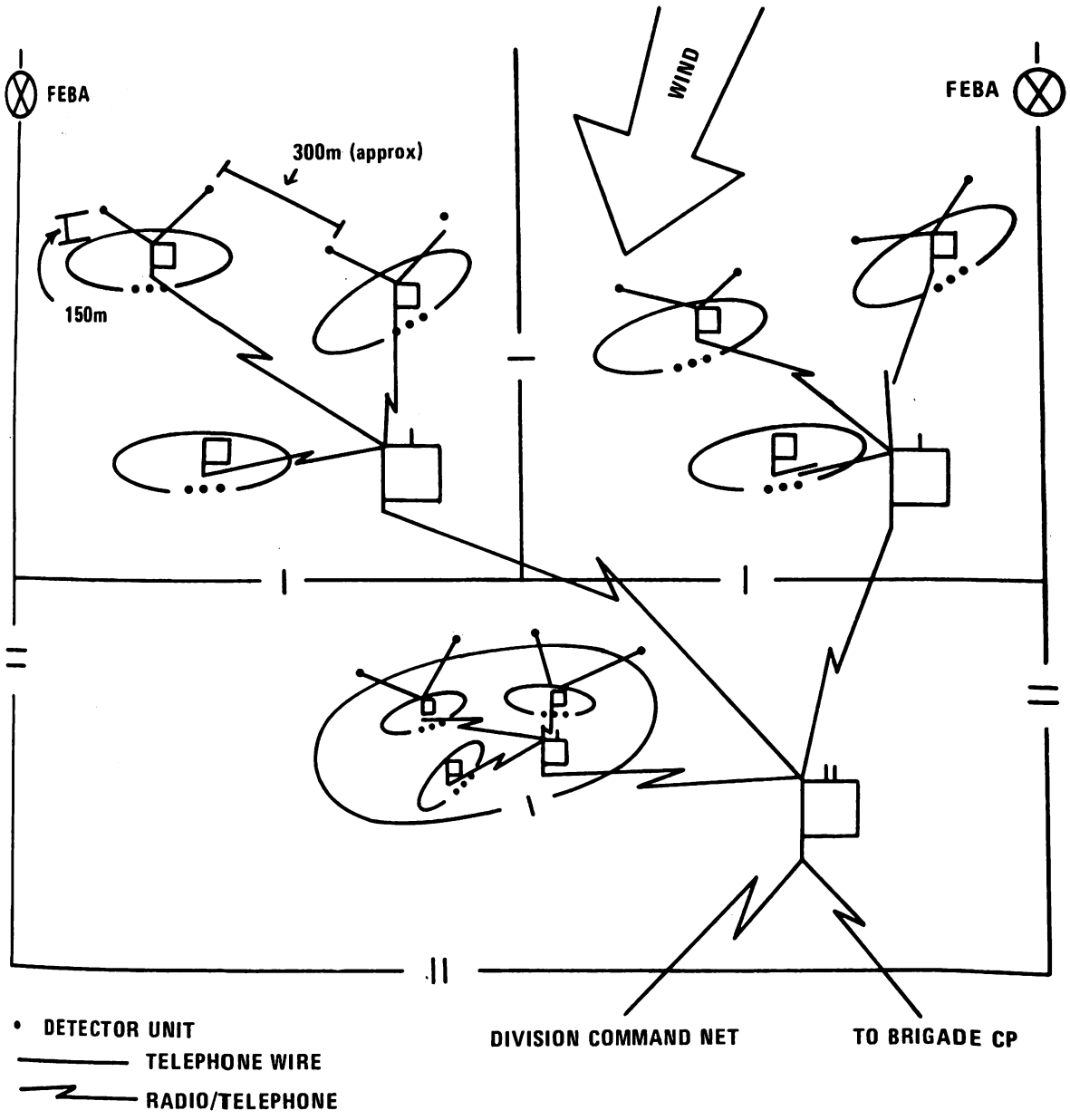

Figure 2. Typical organization of an automatic chemical agent alarm system for the company in defense.

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4. Installation for Movement. See figure 3 for backpacking and vehicle movement of alarm system.

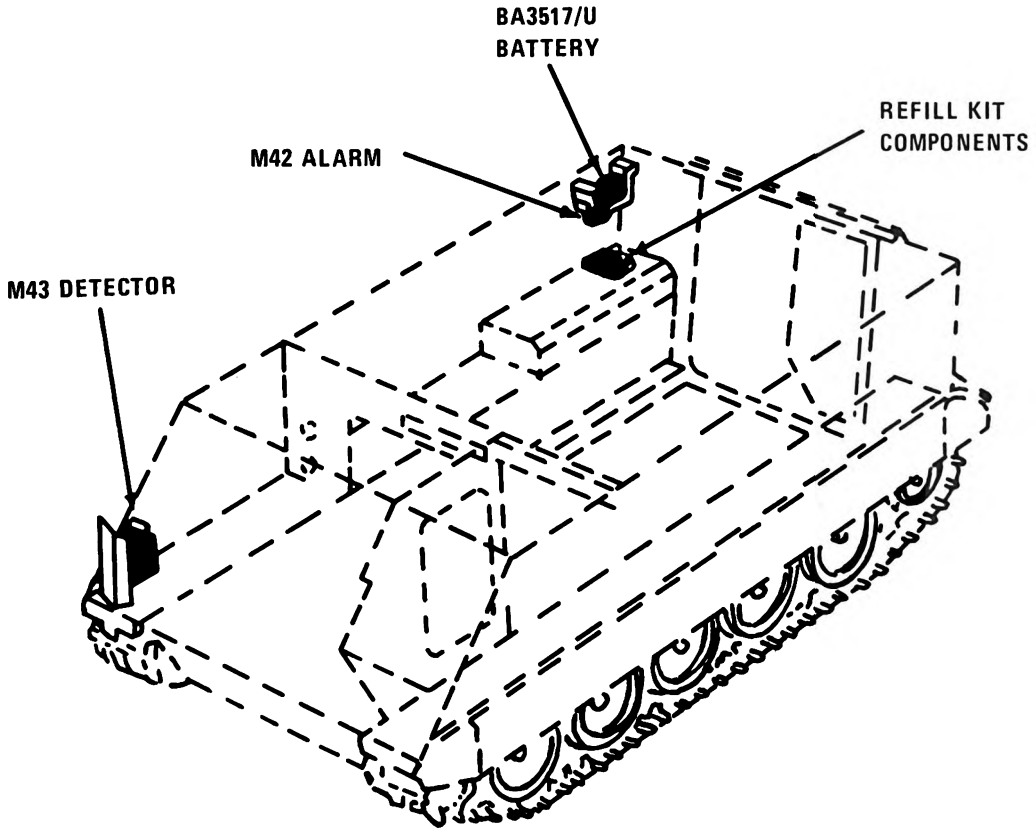

Figure 3a. M14 alarm system installed in a full-tracked personnel carrier.

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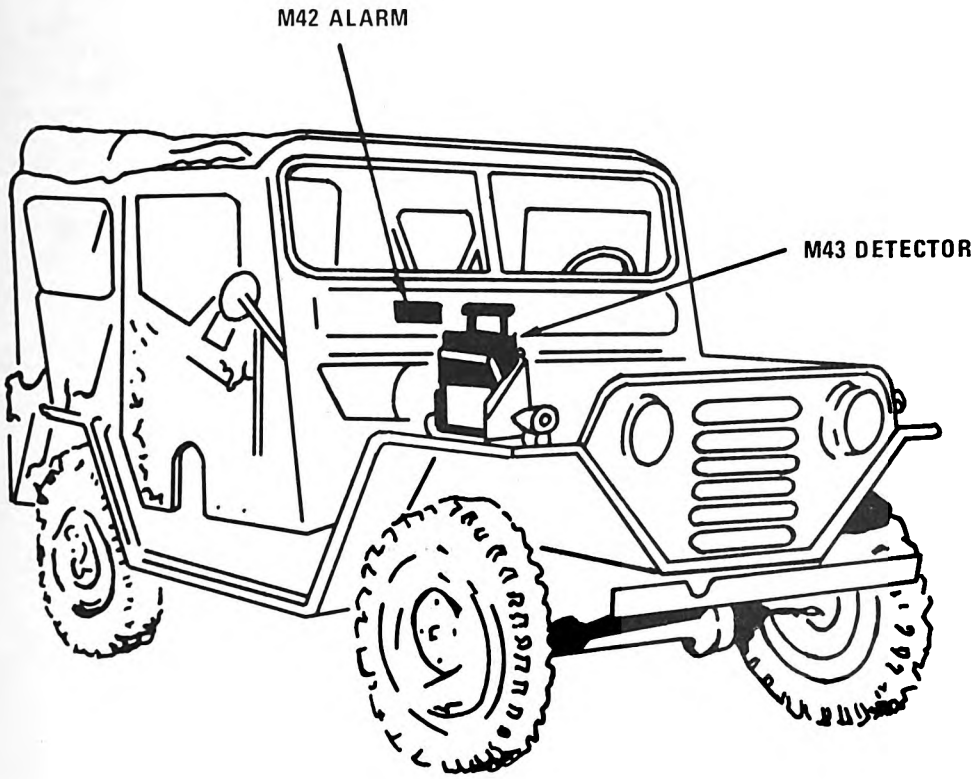

Figure 3b. M11 alarm system installed in a one-quarter-ton utility truck.

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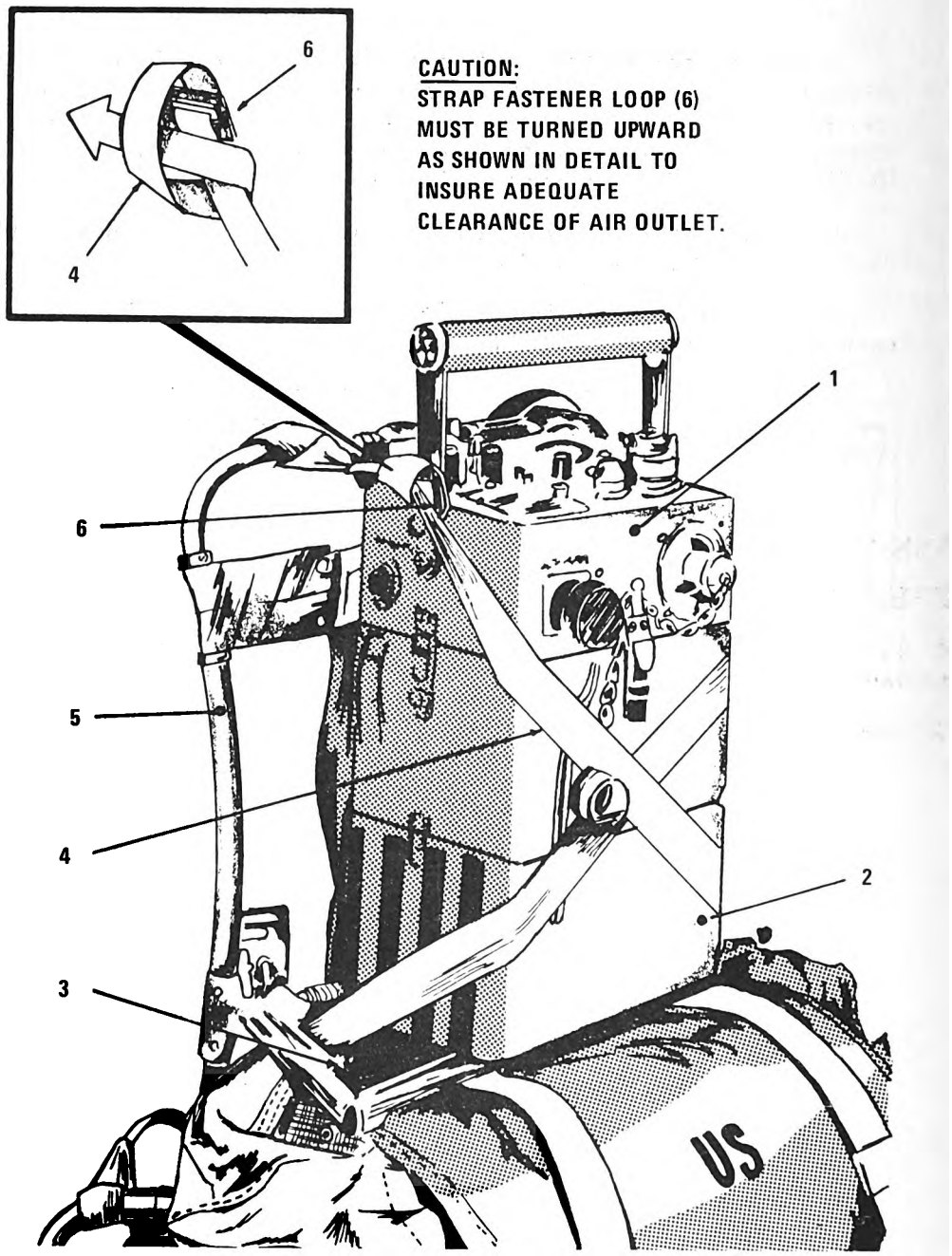

1 M43 detector
2 BA3517/U battery
3 Cargo shelf
4 Strap
5 Rucksack
6 Loop

Figure 3c. M43 detector and BA 3517/U battery installed on a rucksack.

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5. Functional Tests.

a. M43 Detector. When the battery test knob is rotated, the horn output level varies from minimum (LO) to maximum (HI). Pressing in the knob connects the power source to the meter. The meter is located on top of the unit. It provides a visual indication of the power source voltage when the HORN VOL - BATTERY TEST knob is pressed.

b. M42 Alarm. In the test position, the ALARM - RED indicator will flash and the loudspeaker will sound.

c. M10 Power Source. The POWER ON indicator lights when the M10 power supply is providing DC power.

d. BA 3517/U Battery. Used for hand-carry/backpack mode. Making tests as in **a** and **b** above will determine whether the battery is operational or not.

TASK NUMBER: 071-11A-0171

REFERENCES:

FM 21-40, Chemical, Biological, Radiological, and Nuclear Defense

TM 3-6665-225-12, Alarm, Chemical Agent, Automatic

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TRAINING AND EVALUATION OUTLINE

TASK
SUPERVISE USE OF UNIT RADIAC EQUIPMENT.

EVALUATION

CONDITIONS:

As a platoon sergeant in a TOE infantry company given dosimeters, IM 174A/PDs, an AN/PDR-27, and a requirement to:

SITUATION 1: Operate in a nuclear environment with your platoon.

SITUATION 2: Supervise a radiological survey or conduct unit monitoring.

STANDARDS:

SITUATION 1: Orally report to the commander (when so requested) the total dose of gamma radiation received by platoon members, to within 10 rads, and any noticeable increase (5 rads) as it occurs. Insure that contamination of food, water, and equipment is detected before it becomes a hazard to platoon members. **(NOTE: Standards may be specified in more detail by unit SOP.)**

SITUATION 2: Supervise a radiological survey so that the radiation pattern in the designated area is determined to within 10% of actual radiation at any point without damaging equipment or harming survey personnel. Supervise monitoring so that dose-rates are reported as specified in unit's SOP. **(NOTE: Supervision may entail training personnel to operate radiacmeters.)**

TRAINING

1. Radiac instruments used to detect and measure radiation are illustrated in figure 1.

a. Dose-rate meters. Dose-rate meters are electronic devices designed to measure the dose-rate of radiation.

(1) The standard ion-chamber radiacmeter IM-174 A/PD is used for area monitoring and survey. It is a high-range dose-rate meter; gamma radiation readings are indicated in units from 1 to 500 rad/hr. It is normally issued on the basis of one per platoon-size unit.

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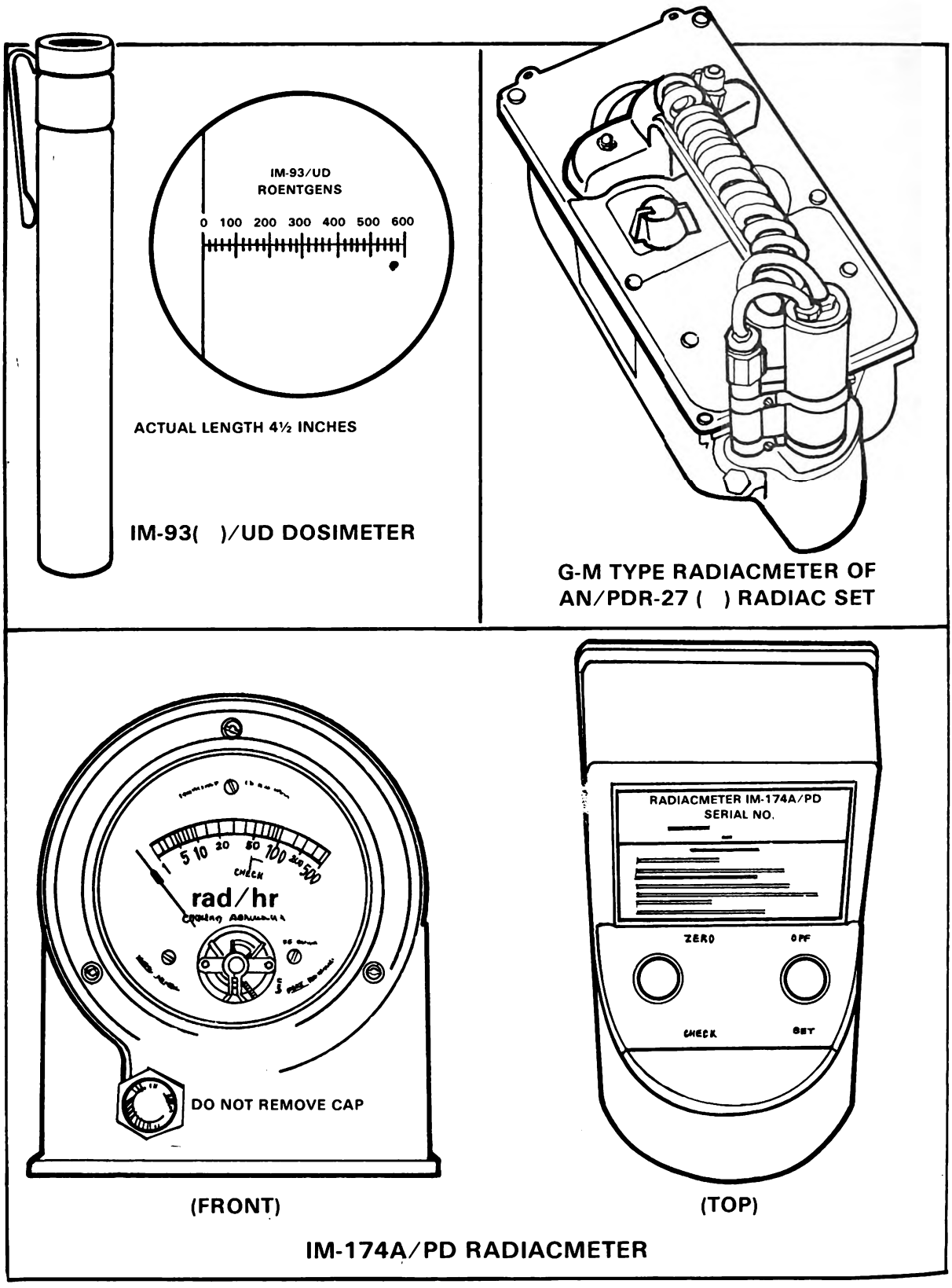

Figure 1. Radiac instruments.

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(2) The radiac set AN/PDR-27 (*) is a low-range dose-rate Geiger-Mueller (G-M) type instrument used for monitoring personnel, food, and equipment. It is issued on the basis of one per divisional company-size combat and combat support unit.

b. Dosimeters. Dosimeters are devices designed to measure the total nuclear radiation (gamma) dose received by individuals. Dosimeters must be recharged after not more than 2 or 3 days of use (preferably each day) and when the total dose reads more than 500 rads. Recharging times normally are designated in the unit SOP.

(1) The IM-93 ( )/UD tactical dosimeter, the standard type, is a self-indicating (direct reading) pocket dosimeter. Normally, it is issued on the basis of two per platoon-size unit (and two spares in the company headquarters). If elements of a platoon-size unit operate separately under conditions to warrant it, a wider issue of dosimeters may be made. TM 11-6665-214-10 contains information on the IM-93 ( )/UD dosimeter.

(2) The radiac detector chargers PP-1578/PD and PP-1578A/PD are used to charge the IM-93 ( )/UD dosimeter. They are issued on the basis of one per four dosimeters, no more than five nor less than two per company-size unit. TB SIG 226-8 contains information on the PP-1578/PD and PP-1578A/PD radiac detector chargers.

2. Radiological surveys. Radiological survey is the directed effort to determine the extent and dose rates of radiation in an area.

a. Organization of radiological survey party. Surveys are performed by one or more radiological survey parties and a control party. A ground survey party includes a monitor, who operates a dose-rate meter and records all survey data, and an assistant, who may be a driver or radio operator or both. Additional personnel may be included in a survey party for security or other reasons. The control party directs the survey, collects the data reported, and assembles the data into a usable form. The control party and survey parties are usually organized and equipped with unit resources.

b. Company-size units. As a rule, company-size units organize and train at least two survey parties (primary and alternate) for each dose-rate survey meter; only one party will be equipped with a survey meter. Survey parties are organized to use organic vehicles that provide maximum protection against nuclear radiation; for example, armored vehicles for mechanized units. Survey techniques for ground and air surveys, air-ground correlation factors, and correlation factors for vehicles and structures are given in FM 3-12.

3. Radiological monitoring. Radiac instruments are required for the detection of nuclear radiation because it cannot be detected by the physical senses. Radiological monitoring is the detection of radiation and the measurement of the dose-rate with radiac instruments. The radiac instruments used for monitoring are dose-rate meters, described in paragraph 1. Radiological monitoring of the unit area alerts the commander to a hazard that would otherwise go undetected or unmeasured.

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A single radiation measurement usually has limited operational significance (except to the unit in the immediate area), since it gives information at the point of reading only. However, a number of individual measurements considered together can give a picture of the radiation pattern over the area involved. A number of readings made at the same point over a period of time are required to determine the fallout decay rate. Several different points for taking readings may be required in variable terrain.

a. Responsibilities. Monitoring is included in normal reconnaissance and intelligence activities of all units. Radiological monitoring at all levels is a command responsibility and is initiated upon order of the unit commander or higher headquarters, or pursuant to SOP or other standing instructions. Units that detect radiation in an area report it according to their SOP and mark the area with a radiological contamination marker ("ATOM") according to STANAG 2002 (app F). Radiation dose rates and time and location of readings are reported to higher headquarters.

b. Company-size units. Normally, company-size units maintain a minimum of two trained monitors per unit dose-rate meter. Monitoring techniques, correlation factor data, and recording data forms are described in FM 3-12. Monitoring may be periodic or continuous as described below.

(1) Periodic monitoring is routinely conducted during nuclear warfare. All units routinely monitor a designated point in their respective areas at least once each hour. The CBR defense annex of the SOP should give detailed guidance on monitoring procedures. Units authorized several instruments need use only one for this purpose. However, instruments are alternated to conserve batteries.

(2) Continuous monitoring is initiated by all units when a fallout warning is received; when on an administrative or a tactical move; when a nuclear burst is reported, seen, or heard; when radiation above 1 rad/hr is detected by periodic monitoring; and on order of the commander. Continuous monitoring stops on instructions from higher headquarters or when the dose rate falls below 1 rad/hr (except for units on the move).

TASK NUMBER: 071-11A-0172

REFERENCE:

FM 21-40, Chemical, Biological, Radiological, and Nuclear Defense

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE AND SUBMIT NBC-4 REPORT.

EVALUATION

CONDITIONS:

Following a nuclear attack, given a unit monitor, a dose-rate instrument, correct format for NBC-4 report, FM tactical radio, paper and pencil.

SITUATION: Having received from the unit monitor, a dose-rate reading(s), location(s) where reading(s) were taken, and time(s) of reading(s).

STANDARDS:

Within 5 minutes, prepare information for an NBC-4 report (using correct format) for transmission to your next higher headquarters.

TRAINING

1. a. The initial detection of 1 rad/hr will be reported to the company with an IMMEDIATE precedence on the company command net. The report will be made in the clear (unless otherwise specified), giving location, dose-rate reading, and time detected. The company will submit an NBC-4 report (figure 1) to battalion with an immediate precedence.

b. Purpose. The NBC-4 report is used for radiation dose-rate measurements.

c. Format.

(1) Letter items Q, R, and S may be repeated as often as necessary.

(2) Radiation dose-rate is measured in the open, 1 meter above the ground. Other conditions (such as measurement from within a track or bunker, etc.) will be specified in the message. See Task: Supervise use of unit radiac equipment.

d. Users of NBC-4 are not confined solely to the use of the letter items shown in figure 1.

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2. Company reporting procedure.

a. The company will maintain a monitor at the CP. When appropriate, the monitor will make routine checks of the company area and CP per unit SOP.

b. Subsequent reports will be screened and consolidated by the company. Reports will be submitted as the dose rate in the area is rising; at the first indication that the dose-rate is beginning to decline; and after that as the battalion directs. These reports will be assigned an IMMEDIATE precedence.

LETTER	*MEANING*	*EXAMPLE*
	Precedence	_____
	Date/time (local or ZULU time, state which)	_____
	Security Classification	_____
	From	_____
	To	_____
	Type of Report	NBC 4 (NUCLEAR)
Q.	Location of reading (UTM).	Q. LB 123987
R.	Dose rate (rad/hr). (This is NOT normalized to H + 1 hour.) The words "initial," "increasing," "peak," or "decreasing" may be added.	R. 35 INITIAL
S.	Date/time of reading (local or ZULU, state which).	S. 201735 (local) Q. LB 129965 R. 60 S. 201650 (local) Q. LB 146808 R. 27 INCREASING S. 201710 (local)

Example of an NBC-4 Report

Figure 1.

TASK NUMBER: 071-11A-0181

REFERENCE:

Fm 21-40, Chemical, Biological, Radiological, and Nuclear Defense

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TRAINING AND EVALUATION OUTLINE

TASK
CALL FOR/ADJUST INDIRECT FIRE USING THE CREEPING METHOD OF ADJUSTMENT.

EVALUATION

CONDITIONS:

Given: A 1:50,000 map, overlay with company targets, M2 compass, binoculars, a radio, call signs, and a designated observable FPF location (observer will be told that target is within 400 meters of friendly troops).

(NOTE: Training devices with scale-model targets may be used in lieu of full field performance.)

STANDARDS:

1. The initial request for fire using a shift from a known point must be made within 2 minutes after target has been designated. Fuze delay will be used in adjustment.

2. Determine and adjust the danger gun (one which will fire closest to friendly troops).

3. First rounds must land at least 600 meters over the target.

4. Adjustments for range will be half the estimated overage for each round and must be transmitted within 20 seconds after round(s) impacts.

5. Once observer has given a correction of "drop five zero" he continues to drop five zero until he has either a range correct or target spotting.

(NOTE: If, during adjustment, a round falls short of target, you continue the adjustment using the bracketing method of adjustment.)

NOTE: Ammunition availability permitting, any time section fires within 200 meters of friendly troops, the entire section should be fired in adjustment.

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TRAINING

1. Formulate and make initial request for fire:

a. Locate target (add 200 meter safety factor).

b. Determine grid azimuth to FPF.

c. Determine shift to be used from closest target to FPF.

d. Transmit call for fire to fire direction center (FDC) on FDC net, and include the following elements in the sequence listed:

(1) Observer identification.

(2) Method of fire/method of target location.

(Example: "F1A25, this is F1A51, adjust fire, shift, RP1, section right, over".)

(3) Location of target.

(Example: "Direction 1650, right 100, drop 200.")

(4) Description of target: PFP or codeword ("Danger close").

(5) Method of engagement.

(Example: Danger close, fuze delay in adjustment, section right.)

(6) Method of fire and control.

2. Adjust fire onto target using the creeping method of adjustment. To do this:

a. Select danger gun to adjust and inform FDC.

b. Sense each round when it impacts as over or short, right or left of target.

c. Estimate overage and drop half the distance.

d. Transmit correction in meters to FDC.

e. Continue making correction until FPF is adjusted.

f. Inform FDC that FPF is adjusted.

TASK NUMBER: 071-11A-1502

REFERENCES:

FM 23-91, Mortar Gunnery
TEC Lesson 949-061-0001-F, Determination of Direction
TEC Lesson 949-061-0004-F, The Call for Fire
TEC Lesson 949-061-0003-F, Locate a Target by Shift from a Known Point

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TRAINING AND EVALUATION OUTLINE

TASK

SELECT A MOVEMENT ROUTE USING A MAP.

EVALUATION

CONDITIONS:

Given an operation order (or frag order), a 1:50,000 map, lensatic compass, and a tactical situation in which you have been given a mission which requires a foot movement between two given points in an area where the likelihood of enemy contact is unknown.

STANDARDS:

Select the route that exhibits the best blend of the following points:

1. Takes advantage of maximum cover and concealment.

2. Insures the best observation and fields of fire for the overwatch or supporting elements.

3. Allows positive control of all elements.

4. Accomplishes the assigned mission as quickly as possible without unnecessary or prolonged exposure to enemy fire.

TRAINING

1. Infantry combat has two primary requirements - to move and to fight. Your platoon will spend far more time moving than actually fighting. This fact makes it important for you to use the best movement techniques possible and to use the terrain to your best advantage because a moving unit usually contacts the enemy at a time and place of the enemy's choosing.

2. You must evaluate terrain and use it to your advantage. Proper use of the terrain will give you two main advantages:

a. Cover and concealment to protect the platoon during movement.

b. Maximum effectiveness from the platoon's key weapons.

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3. To exploit these advantages, you must fully understand the military aspects of terrain and be able to apply them to any particular situation that your unit may be involved with, whether it be an attack, delay, or a road march behind the FEBA.

a. The primary requirement for any type of movement on the battlefield is cover and concealment.

(1) Cover is any type of shielding from the effects of weapons fire, especially direct fire. You must take advantage of every ravine or depression in the ground to protect and cover your force, especially if you are forward of the FEBA. You must evaluate the terrain, the capabilities of the enemy's weapons, and the positions of known or suspected enemy emplacements. To determine cover, visualize a cross-section of the terrain and determine where the enemy cannot place effective direct fire on your proposed route.

(2) Concealment is any camouflage, natural or artificial, that hides or disguises your force from the enemy. You must consider concealment from both air and ground observation. If you are mechanized, don't forget the effects of exhaust smoke or dust which can reveal your unit to the enemy.

b. If you are moving in an area where contact with the enemy is expected, such as in the attack or in a movement to contact, you must insure that your proposed route can be covered by fire from your overwatch or supporting positions. This means that you must provide for observation and fields of fire.

(1) Observation gives you information about the enemy and the terrain. Direct fire weapons must have good observation to fire at known or suspected enemy positions along your movement route. You must have observation to control the maneuver of your squads should you make contact. Consider the effects of smoke and dust from friendly and enemy fire.

(2) Select a route that provides you with the best fields of fire available. Your machineguns and antitank weapons must have good fields of fire to be effective. They must be in a position to provide you with suppressive fires immediately. If you are conducting an attack using your crew served weapons to overwatch your movement, they must be able to observe your route and fire in your support all the way to the objective. If you are conducting a movement to contact, the overwatch positions that you select must have unobstructed fields of fire to the next overwatch position.

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4. No matter what your mission, you must select the route that provides the most favorable tactical advantage and meets the mission requirements. If enemy air is active or enemy ground forces are in the area of the route, you must take maximum advantage of cover and concealment. If speed of movement is a critical factor, the route should be over the most easily negotiable terrain, avoiding obstacles that are difficult to maneuver around. If the chances of getting lost are great, the route should include movement from one easily distinguishable terrain feature to another. If you are given a zone of action by the company commander in his order, you must evaluate the terrain based on the above considerations and select a route that will get you to the objective on time with the least casualties.

5. Planning a movement route using a map can be greatly aided with the use of special purpose maps and aerial photographs. If these aids are available, they should be used to insure the latest possible information is considered.

6. Map reconnaissance, however, is no substitute for ground reconnaissance. If time is available and the tactical situation permits, you should make every effort to conduct a thorough reconnaissance of the ground that you have to move over.

TASK NUMBER: 071-11A-0515

REFERENCES:

FM 7-7, The Infantry Rifle Platoons
TC 7-3-1, How to Defend with Mechanized Infantry and Light Infantry Platoons

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE A MESSAGE.

EVALUATION

CONDITIONS:

Given: a CEOI extract, a message to be sent to your higher headquarters, pencil, paper, and DA Form 11-170 (Message Book).

STANDARDS:

Using the CEOI extract, prepare a written message in clear text to your next higher headquarters by completing DA Form 11-170 without error.

TRAINING

1. When preparing a message, the following information must be included whether it is clear text or encoded.

a. Precedence - In their decreasing order of urgency the designations are:

(1) Flash.

(2) Immediate.

(3) Priority.

(4) Routine.

b. Number - The drafter's message number will appear after the abbreviation.

c. Date - Indicate the day of the month and the month (abbreviated).

d. Addressee - The official designation of the addressee will appear after the word **To.**

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e. Security Classification - The proper security classification (Top Secret, Secret, Confidential, and/or Unclassified) is placed just above and below message text by the originator. Both classification entries must be encircled to readily distinguish them from the text of the message.

f. Official Designation of Sender - Print the title and organization of the originator.

g. Time Signed - Show the time the message is signed.

h. Drafter's Signature - The drafter signs the message giving his rank and duty assignment.

i. Authorization of Clear Text Transmission - Each Confidential or Secret message to be transmitted in clear text must be authorized by the commander or his representative, and the designation "AUTHORIZED TO BE SENT IN CLEAR" must be printed on the form. After the end of the text, the authorizing person must place his signature and rank immediately below the designation, and the entire entry must be encircled to distinguish it from the text.

2. An example of a written message in clear text using DA Form 11-170 (Message Book) is shown at figure 1.

THESE SPACES FOR MESSAGE CENTER ONLY

TIME FILED | MSG CEN NO. | HOW SENT

IMMEDIATE (a)
PRECEDENCE

MESSAGE (SUBMIT TO MESSAGE CENTER IN DUPLICATE)

No. 5 (b) DATE 1 Nov 70 (c)

To (d) Cdr 1st Bn 22 Inf

(e) CLASSIFICATION

A civ reports cache of 2000 pounds
of rice at OKRA coordinates 225000
guarded by Guerrillas Capture

(e) CLASSIFICATION AUTHORIZED TO BE SENT IN CLEAR (i)

(f) Cdr 1st Bde (Regarded Unclassified Except in Actuality) 1000Z (g)
OFFICIAL DESIGNATION OF SENDER TIME SIGNED

(h) SIGNATURE AND GRADE OF WRITER

Figure 1.

TASK NUMBER: 071-11B-0961

REFERENCE:

FM 21-75, Combat Skills of the Soldier

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TASK
RECOMMEND/COORDINATE METHODS OF EMPLOYMENT FOR 106-MM RCLR.

EVALUATION

CONDITIONS:

As an antitank platoon sergeant (106-mm RCLR) with a requirement to employ 106-mm RCLR sections in either an offensive or defensive role, given a 1:50,000 map of the area of operations.

STANDARDS:

1. Make a map and/or terrain reconnaissance of area of operation for areas to be covered by 106-mm RCLR fire and possible location of 106-mm RCLRs.

2. Make a recommendation for the method of employment. Select a method for the tactical situation that will best provide continuous coverage, immediate response to fire requests, best means of control, and massing of fires.

3. Integrate 106-mm RCLR fires into the overall fire plan for assigned antiarmor weapons.

4. Determine method of ammunition resupply.

5. Insure squad(s) will be provided needed combat service support.

TRAINING

1. Employment Considerations. To properly employ your antiarmor weapons, you must maximize their capabilities while minimizing their weak points. To insure your fires are optimized, you must carefully consider positioning, movement techniques, fire control, command and control, and logistics.

2. Positioning. Antitank weapons are positioned so they can fire at enemy armored vehicles from a concealed and protected position. They should be able to achieve surprise by engaging enemy vehicles from the flank or rear. They must not be observed by overwatching tanks, antitank guided missiles, or enemy artillery forward observers while carrying out their mission. There are, of course, many other important points, but **concealment, cover, surprise engagement,** and **flank shots** are usually overriding considerations in positioning antitank weapons. Other considerations are dispersion and providing for **mutual support.**

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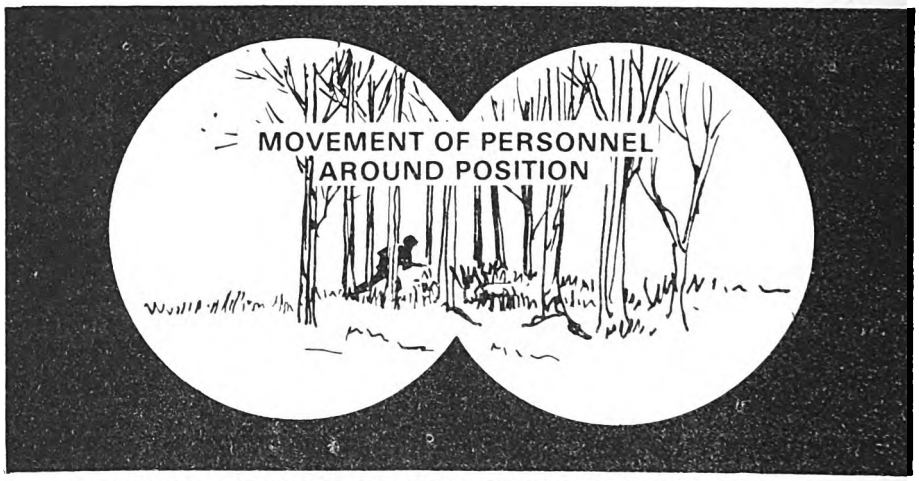
a. Concealment and cover. Providing for crew protection against automatic weapons and artillery suppressive fires is critical. Maximum advantage must be taken of every fold in the ground or other types of natural cover for protection against enemy fires. When time permits, overhead cover should be constructed. If engineer support is not available, or time does not permit the construction of elaborate positions, field expedients constructed from battlefield wreckage can be used. Remember, however, that no matter how well-concealed a position may be, it can still be detected by the enemy if the personnel in the position are careless. The most consistently neglected aspects of camouflage with respect to antiarmor weapons (both in training and combat) are movement of personnel in and around the position, and failure to conceal from overhead observation. Both are dead giveaways of what might otherwise be well-concealed positions.



A DEAD GIVEAWAY OF WELL CAMOUFLAGED POSITION

These then, are the key points to keep in mind concerning cover and concealment:

- By exposing as little of yourself as possible, you greatly reduce the probability of being hit by direct fire weapons.

- By avoiding detection, you prevent your AT weapon from being suppressed by enemy fire.

- Movement within the position must be kept to a minimum.

b. Dispersion. To minimize vulnerability to enemy fire, antiarmor weapons should be dispersed both laterally and in depth so that no two weapons covering the same sector of fire can be suppressed at the same time by the fire of a single enemy weapon. In the case of a 106-mm RCLR section, the distance should be approximately 300 meters between squads. If this dispersion is not practical because of terrain restriction or difficulty of the section leader in controlling the fires of the two squads, common sense and proper use of available terrain will dictate the dispersion used.

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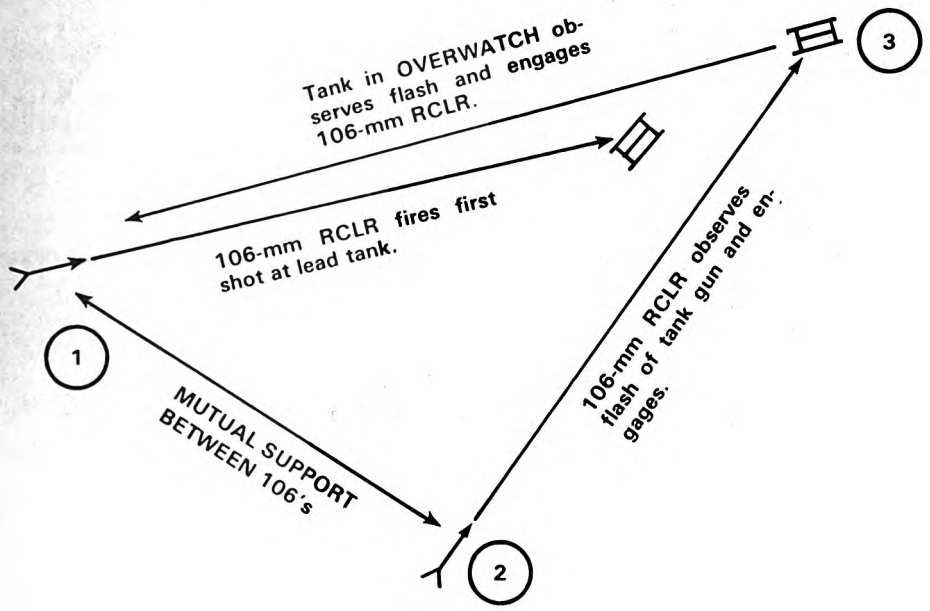
c. Mutual support. Mutual support is the help two weapons/units give each other. Generally, 106-mm RCLR squads should never be employed individually. Whenever possible, 106-mm RCLR sections are employed intact to insure mutual support within the section and continuous coverage of a sector of fire. The other aspect of mutual support that concerns antitank weapons crews is protection against dismounted attack. Consistent with mission accomplishment, antitank weapons should be positioned in the vicinity of accompanying infantry. Principle: "I'll keep the tanks off your back, you keep the infantry off mine!" (Relationship of 106s to infantry.)

MUTUAL SUPPORT BETWEEN WEAPONS


Tank in OVERWATCH observes flash and engages 106-mm RCLR.
106-mm RCLR fires first shot at lead tank.
106-mm RCLR observes flash of tank gun and engages.
MUTUAL SUPPORT BETWEEN 106's
1
2
3

d. Engage from the flank. Frontal fire must be avoided as a general rule. An antitank weapon firing frontally must be regarded as an exception. In any case, a weapon so sighted will seldom live very long. Flank engagement is particularly vital at engagement ranges of less than 1,500 - 2,000 meters, the ranges at which the enemy tank gun has a better than 50/50 chance of a first-round hit. When advancing, a tank's firepower and observation are generally oriented to the front, making it difficult to detect and trace an AT weapon launched from its flank. However, a trailing tank may see the launch signature or crew movement and knock the weapon out at once, or stalk it from its rear. Therefore, in addition to firing from the flank, the weapon must be sited so that it is **defiladed** from the direction of the enemy. This means that there must be something between the weapon and the tanks not being fired on - a parapet or wall, or natural cover. Flank

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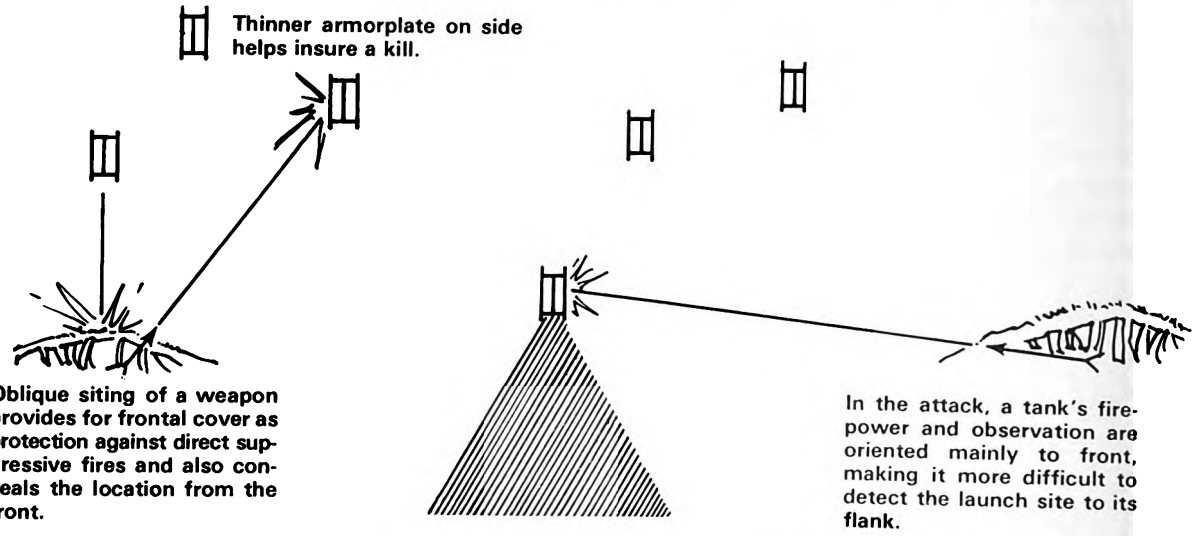
concealment is necessary, but flank defilade, giving cover from fire, is preferable. Concealment of flash is essential, not only from the following tanks but from the enemy's OPs as well. A weapon seen is a weapon lost!

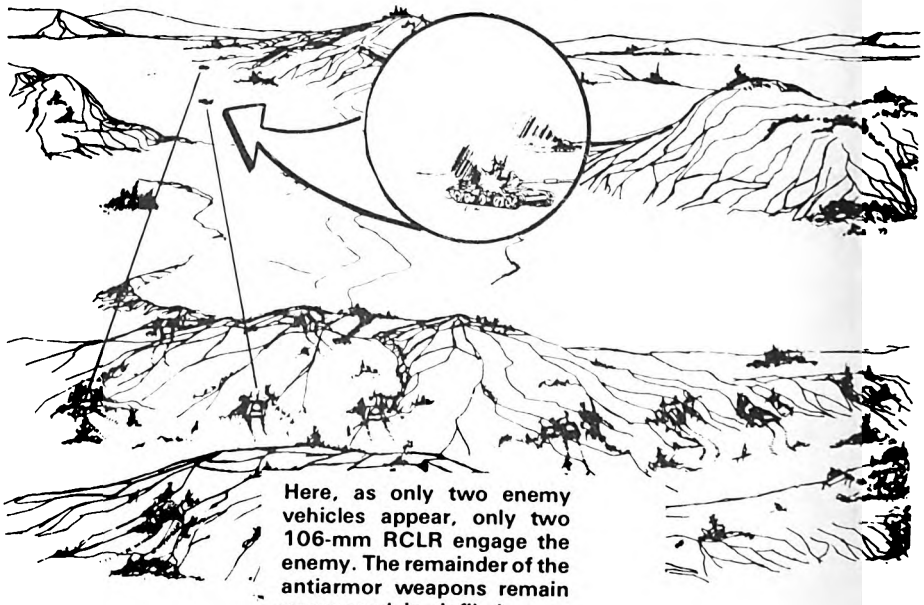


Oblique siting of a weapon provides for frontal cover as protection against direct suppressive fires and also conceals the location from the front.

In the attack, a tank's firepower and observation are oriented mainly to front, making it more difficult to detect the launch site to its flank.

- Engage the enemy as rapidly as possible. Just like you, the enemy can be expected to try to minimize his own exposure. A wasted opportunity to destroy an enemy target may never be regained.

● *EXPOSE ONLY THOSE WEAPONS ACTUALLY NEEDED TO FIRE.*



Here, as only two enemy vehicles appear, only two 106-mm RCLR engage the enemy. The remainder of the antiarmor weapons remain unexposed in defilade positions.

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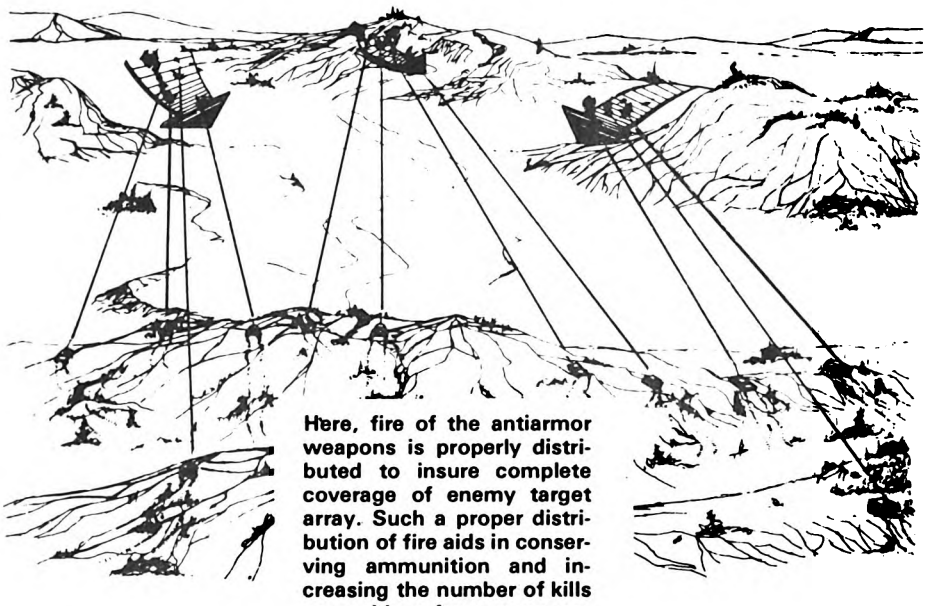
- *DISTRIBUTE FIRES TO INSURE COMPLETE COVERAGE OF ENEMY TARGETS.*



Here, fire of the antiarmor weapons is properly distributed to insure complete coverage of enemy target array. Such a proper distribution of fire aids in conserving ammunition and increasing the number of kills you achieve from your weapons.

- Engage the most dangerous threats first.

- Maximize coordination of artillery and natural/manmade obstacles with direct fires.

TASK NUMBER: 071-11B-3613

REFERENCE:

TC 7-24, Anti-Armor Tactics and Techniques for Mechanized Infantry

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TASK
RECOMMEND/COORDINATE METHODS OF EMPLOYMENT FOR TOW.

EVALUATION

CONDITIONS:

As an antitank platoon sergeant (TOW), with a requirement to employ TOW sections in either an offensive or defensive role, given a 1:50,000 map of area of operations.

STANDARDS:

1. Make a map and/or terrain reconnaissance of area of operation for areas to be covered by TOW fire and possible locations of TOW weapons.

2. Make a recommendation for the method of employment. Select the method for the tactical situation that will best provide continuous coverage, immediate response to fire requests, best means of control, and massing of fires.

3. Integrate TOW fires into the overall fire plan for assigned antiarmor weapons.

4. Determine method of ammunition resupply.

5. Insure squad(s) will be provided needed combat service support.

TRAINING

1. Basic Employment Considerations.

a. General. As with all weapons systems, the TOW has advantages and disadvantages. Certain basic considerations can be followed when employing TOW to maximize its advantages and minimize its disadvantages.

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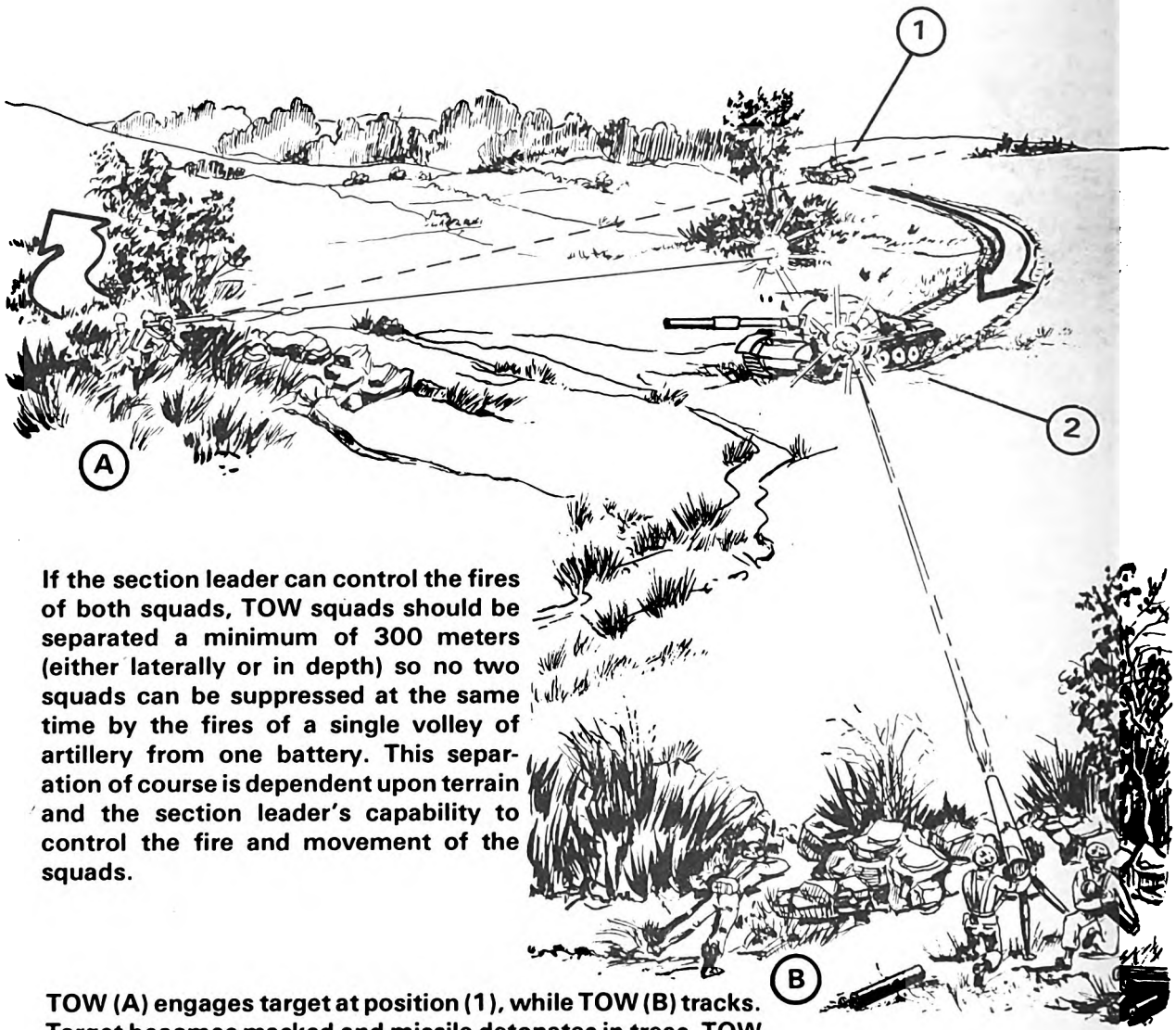
b. Employ TOW in Pairs (by Section). To insure continuous antiarmor coverage of an assigned sector of fire, TOWs should be employed in pairs (by section). This will insure continuous coverage of a sector of fire; i.e., one weapon can fire while another reloads or displaces to another firing position. Squads should be employed separately only when it is necessary to accomplish the mission.



If the section leader can control the fires of both squads, TOW squads should be separated a minimum of 300 meters (either laterally or in depth) so no two squads can be suppressed at the same time by the fires of a single volley of artillery from one battery. This separation of course is dependent upon terrain and the section leader's capability to control the fire and movement of the squads.

TOW (A) engages target at position (1), while TOW (B) tracks. Target becomes masked and missile detonates in trees. TOW (B) engages target at position (2) as it turns to engage TOW (A), TOW (A) is reloading, or, displacing to another firing position.

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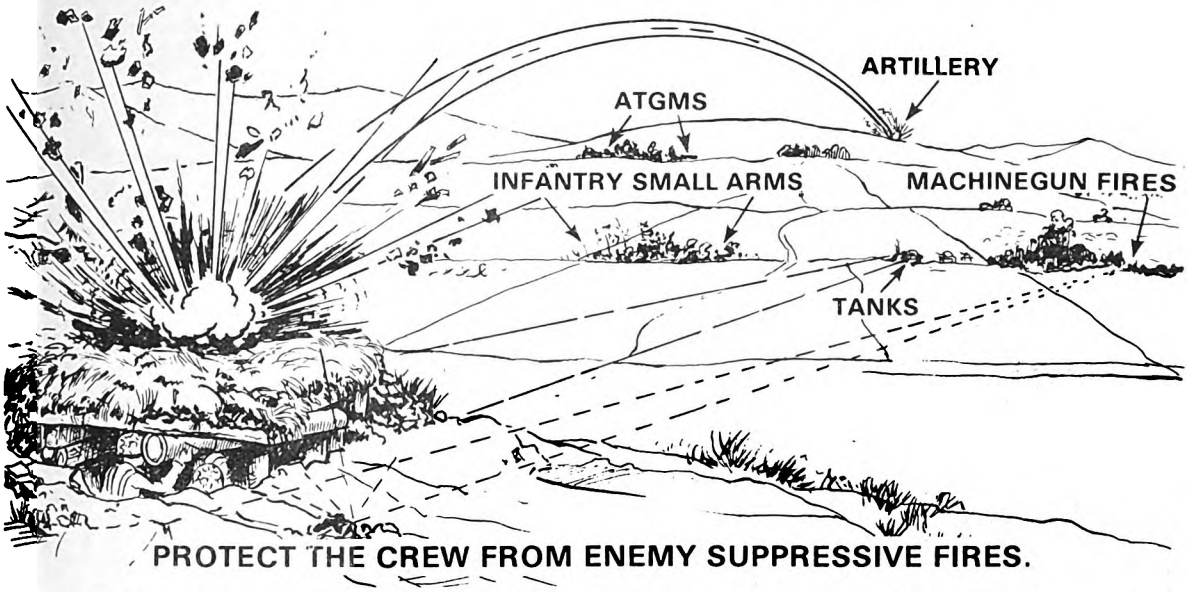
c. Positioning TOWs on the Battlefield. The most significant advantage of TOW is that it is more accurate than most tanks at ranges beyond 1500-2000 meters. Its major disadvantage is that the crews are exposed to enemy suppressive fires while firing. Therefore, the principal factors to consider when positioning TOW for employment are twofold: EXPLOIT THE CAPABILITIES OF THE WEAPON, and PROTECT THE CREW FROM COUNTERMEASURES, such as artillery and tank fire.

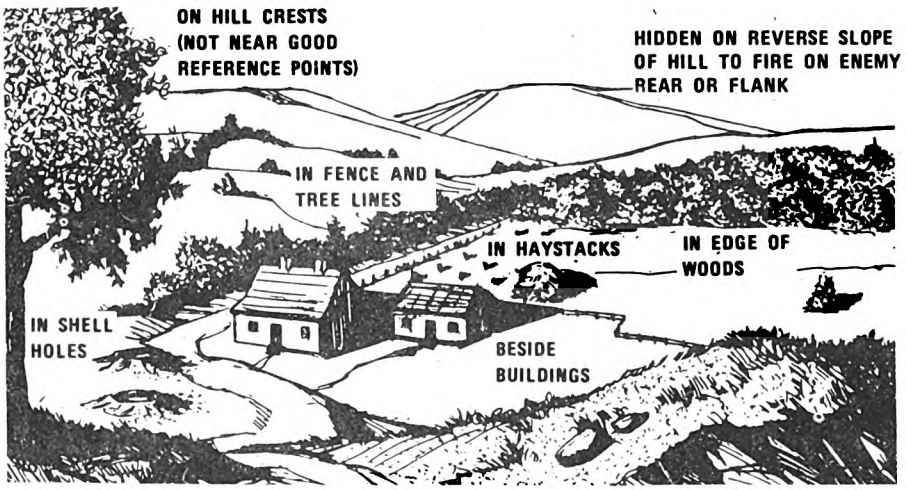


PROTECT THE CREW FROM ENEMY SUPPRESSIVE FIRES.

Many of the measures you take to protect yourself from suppressive fires will allow you to better exploit TOW capabilities. The following principles are good examples of this point.

2. General Principles for Positioning TOW.

a. Always use terrain to your maximum advantage. Virtually every piece of terrain has features that can enhance or degrade mission accomplishment with the TOW. As a leader, you must be able to recognize those terrain features that will serve to maximize the chances for success of the TOW, and minimize its vulnerability due to detection. This picture shows some examples --



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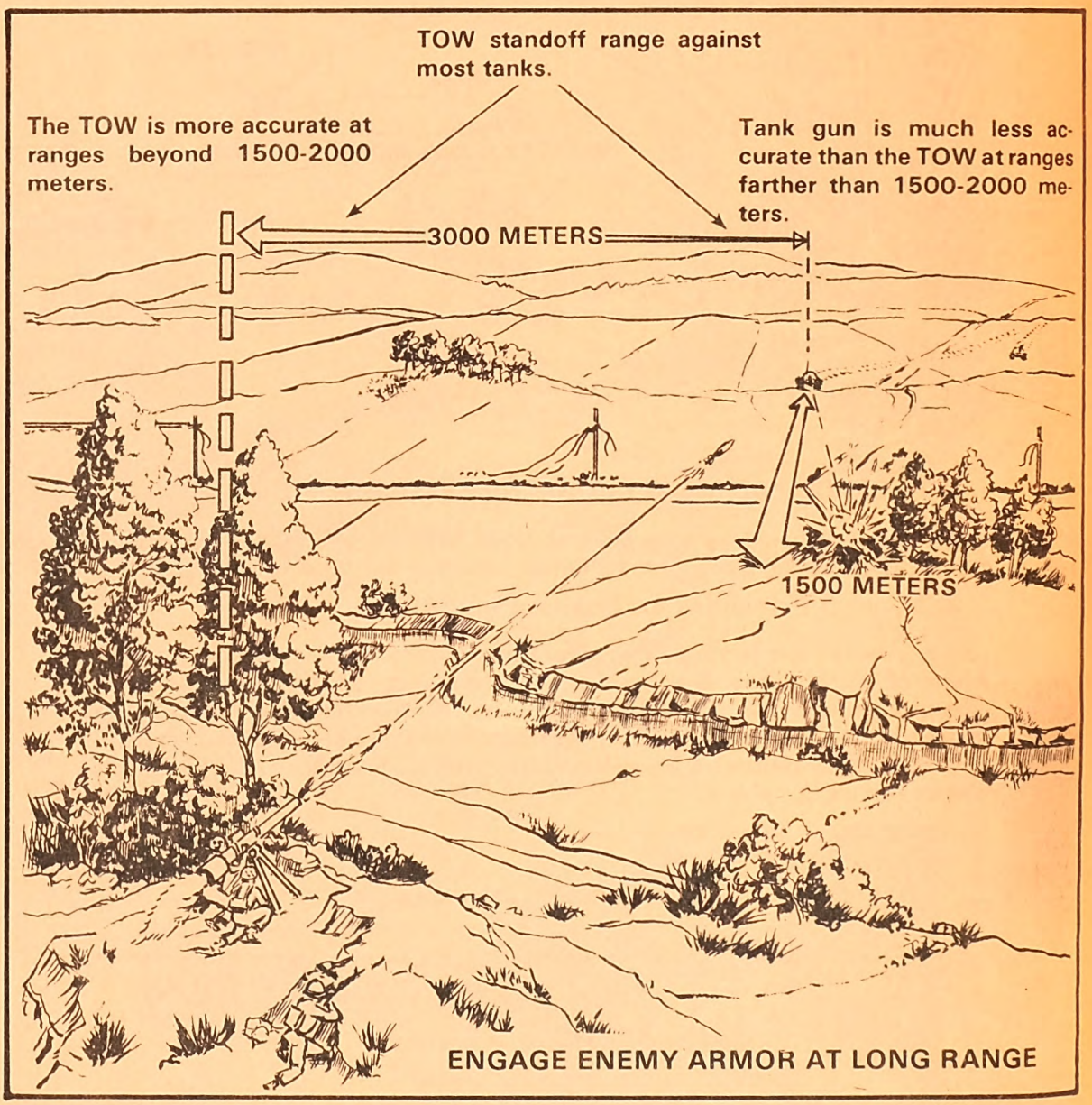
b. Position TOW to exploit its accuracy out to 3,000 meters. This long range gives the TOW a decided advantage at ranges greater than 1,500 meters in that it can engage enemy armor, yet be relatively safe from return tank fire. This is due to the **standoff** achieved when the range of the weapon is maximized. For example --


TOW standoff range against most tanks.
The TOW is more accurate at ranges beyond 1500-2000 meters.
Tank gun is much less accurate than the TOW at ranges farther than 1500-2000 meters.
3000 METERS
1500 METERS
ENGAGE ENEMY ARMOR AT LONG RANGE

This exploitation of the range both optimizes the fires of the weapon and provides a measure of protection to the crew from return tank fire. Often, more than 1,500 meters range can be gained by positioning TOW to the flank, or on terrain farther to the rear of the line of enemy contact.

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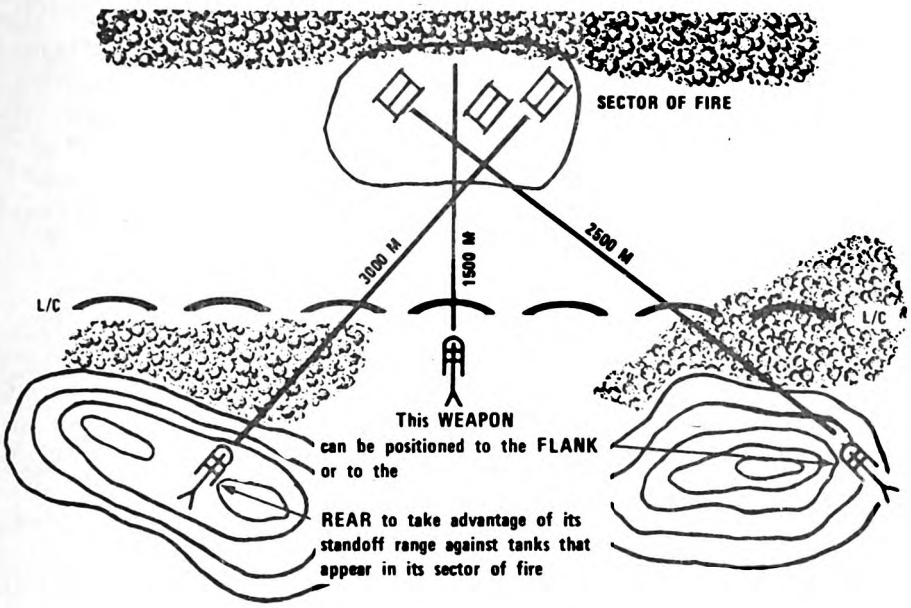
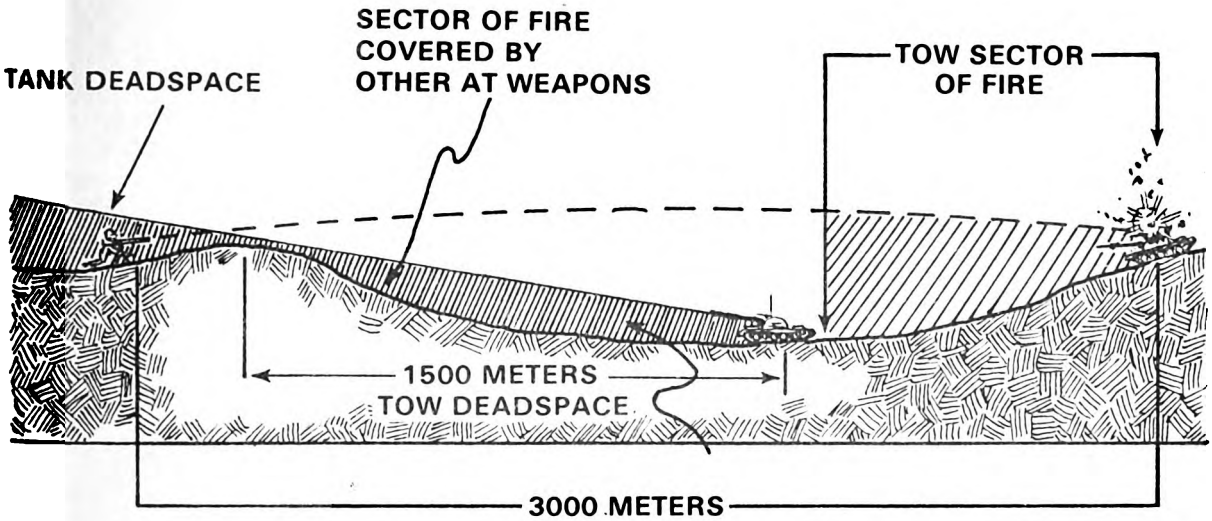


Crew protection and TOW standoff can also be achieved by proper use of high ground. For example --



In this case, the TOW has been positioned far enough back on the high ground so that it can cover its sector of fire, yet be protected from tank fire closer than 1500 meters because of the deadspace.

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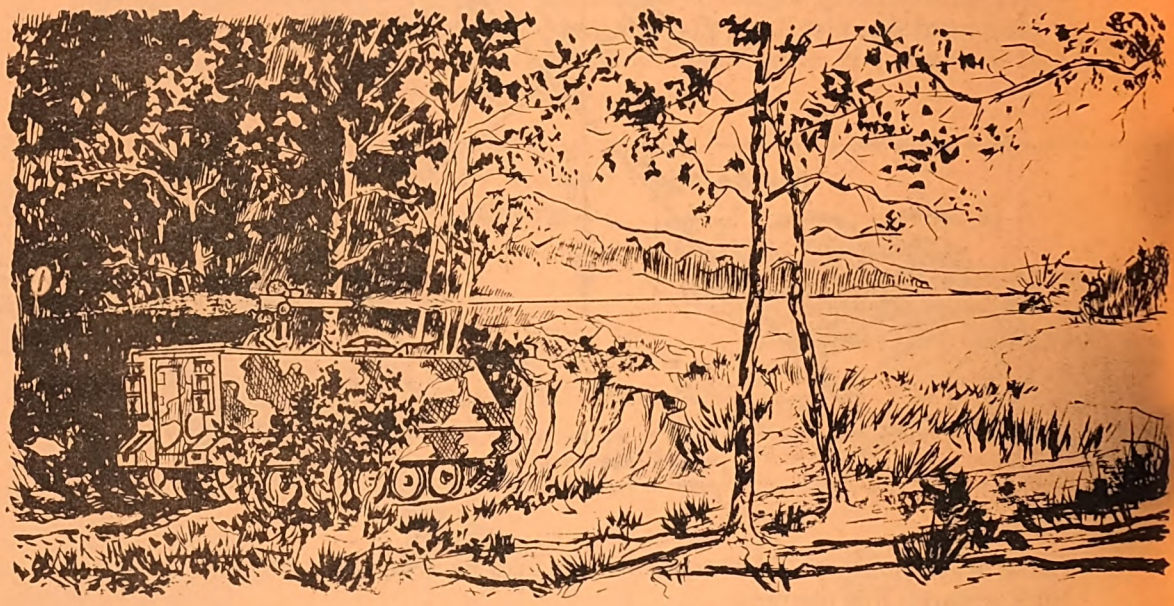
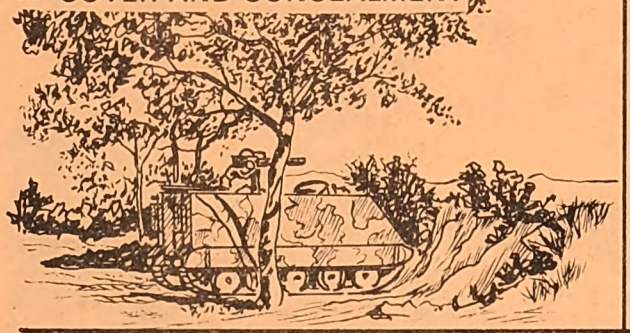
c. Use natural cover and concealment. Use the terrain to your advantage for cover from enemy fire and for concealment from enemy ground and aerial observation.



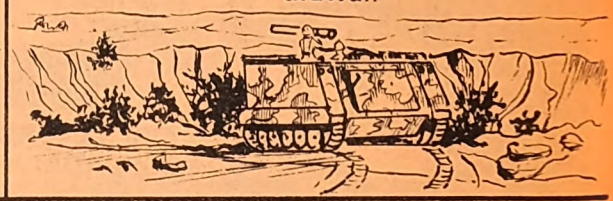
Of course, perfect cover and concealment will not always be available. Priorities must be established and learned by leaders. The terrain characteristics, in the order of their desirability, are cover and concealment, cover, concealment, or partial cover.

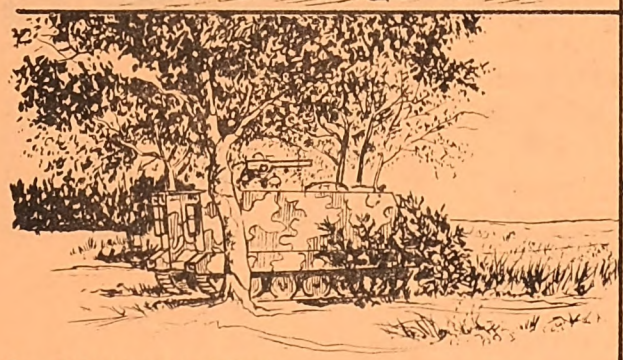
1. COVER AND CONCEALMENT



2. COVER

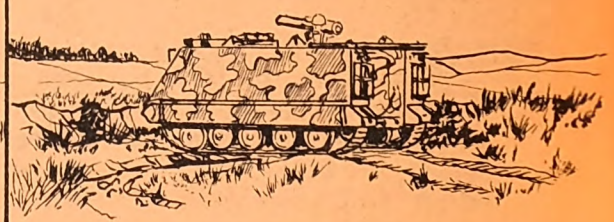
Oftentimes in retrograde operations TOW will be backed into firing position to facilitate withdrawal.





3. CONCEALMENT

4. PARTIAL COVER



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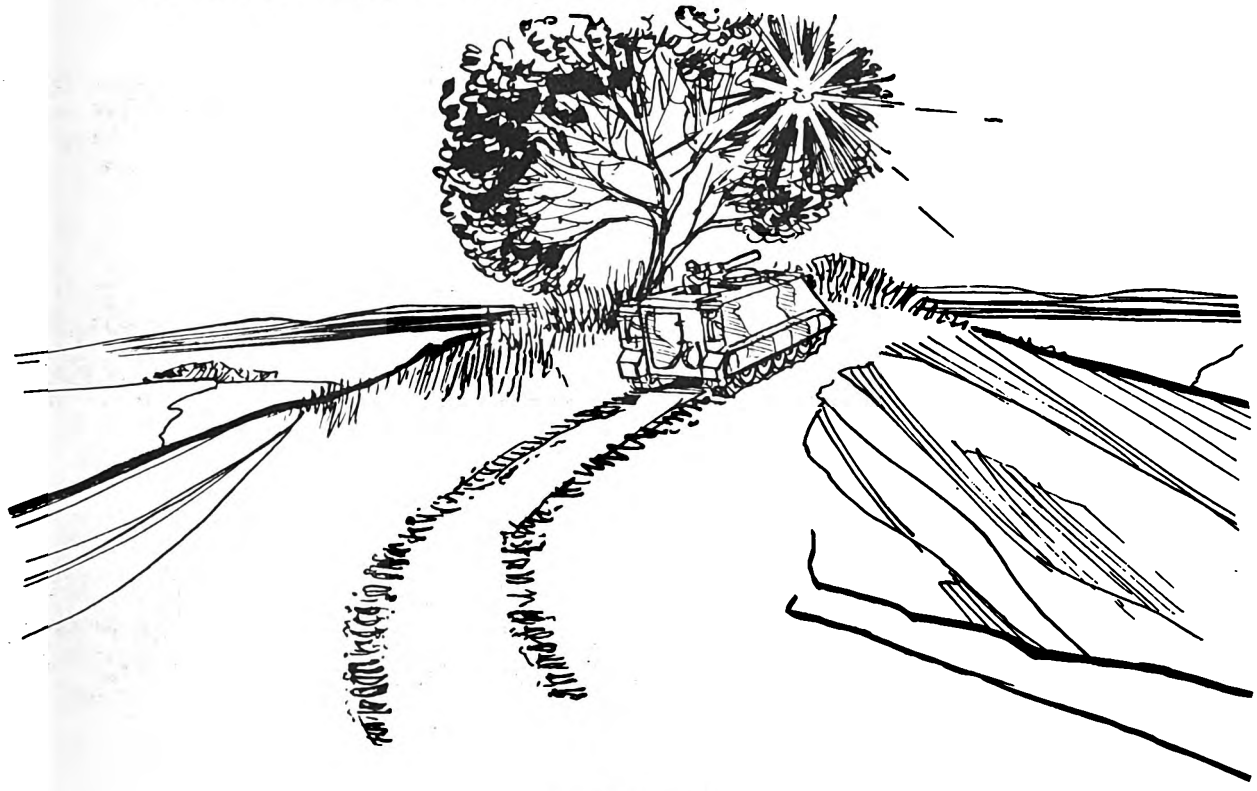
Care must be taken when using shadows for **concealment. Vehicles with** TOWs parked in shadows must be moved as the **shadows shift. If a vehicle is** located under a tree, and the shadows and **foliage do not give enough** concealment from the air, the vehicle should be **camouflaged with branches.**

d. Avoid conspicuous terrain features. **These attract the enemy's** attention, and his **artillery will probably have registered on them; i.e., road** junctions, hilltops, **lone buildings or trees, or other obvious positions.**



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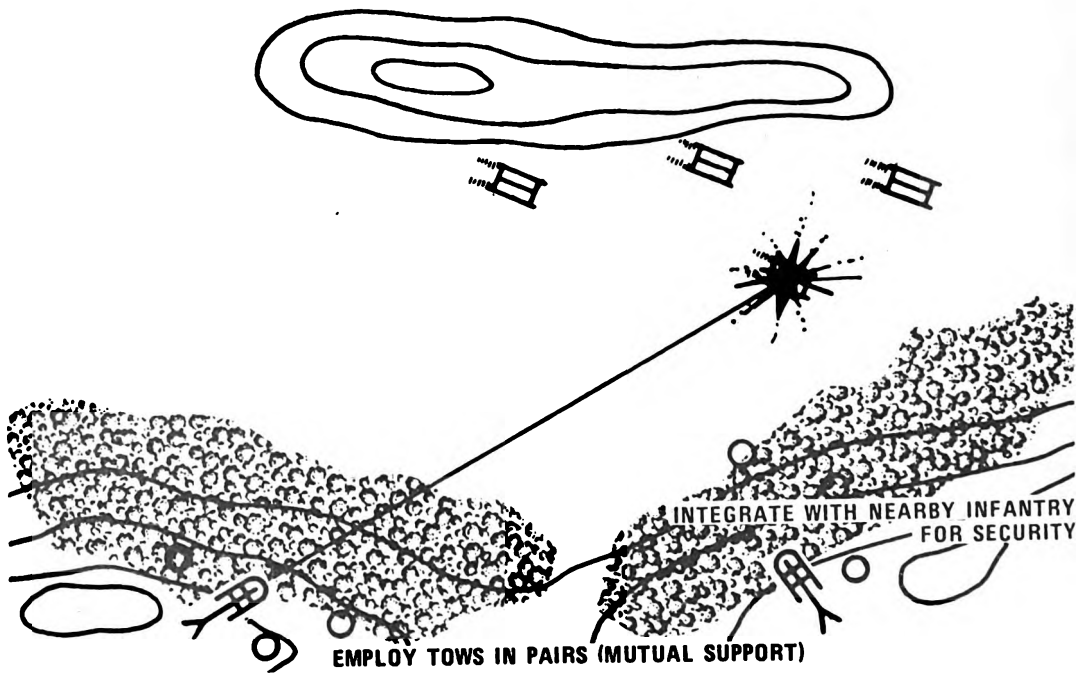
e. Employ TOWs so they are mutually supporting. Mutual support provides a degree of protection for the TOW crew by insuring complete continuous coverage of enemy armor vehicles. It consists of two parts:

(1) Employ the TOW section in such a manner that its fires interlock with and support each other and/or the other antiarmor weapons. Both TOWs within the section should be able to cover as much of the sector of fire assigned to the section as possible.

(2) Make every effort to position the TOWs within the section so that they can engage enemy armored vehicles assaulting other TOW position(s).

f. Integrate TOW with nearby infantry for security. TOW crews by themselves are vulnerable to not only armor but also to dismounted infantry attacks against their position; therefore, they should be integrated with nearby infantry wherever practicable.



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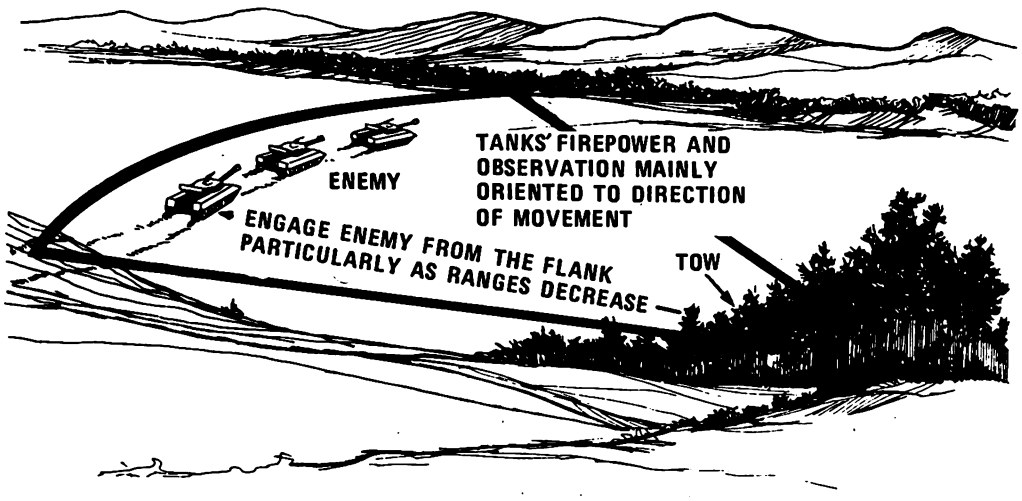
g. Position TOWs to engage the enemy from the flank. Frontal fire must be avoided as a general rule. A launcher so sited will seldom live very long. This is particularly true at shorter ranges. When advancing, tanks' firepower and observation are generally oriented to the front, making it difficult to detect and trace a missile launched from its flank.



However, a trailing tank may see the launch signature, or crew movement, and knock the weapon out at once, or stalk it from its rear. Therefore, in addition to firing from the flank, the weapon must be sited so that it is defiladed from the direction of the enemy. This means that there must be something between the weapon and the tanks not being fired at - a parapet or wall, or natural cover. Flank concealment is necessary, but flank defilade, giving cover from fire, is preferable. Concealment of flash is essential, not only from the following tanks but from the enemy's OPs as well. A weapon seen is a weapon lost.

TASK NUMBER: 071-11B-3760

REFERENCE:

TC 7-24, Anti-Armor Tactics and Techniques for Mechanized Infantry

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TASK
INSTALL A HASTY PROTECTIVE MINEFIELD.

EVALUATION

CONDITIONS:

As an acting platoon leader or as a platoon sergeant of a rifle platoon, having been placed into a situation in which a minefield is to be used to supplement a defensive position. Engineer assistance is not available or needed. You will use the allocated antitank mines (M21), antipersonnel mines (M16A1) with tripwires, and Claymores (M18A2) from the company basic load.

STANDARDS:

Assist the platoon leader or as an acting platoon leader accomplish the following, in order:

1. Report intention to lay a Hasty Protective Minefield and obtain authorization to lay.

2. Make a reconnaissance. Determine the best locations for mines based on likely enemy avenues of approach, and your platoon's ability to keep the mines under observation.

3. Report initiation of the minefield.

4. Emplace mines on the avenues of approach. Do not arm the mines at this time.

   a. Use only metallic mines.

   b. Don't use boobytrap devices.

5. Record the minefield on DA Form 1355-1-R.

6. Arm the mines, working from the enemy side to the friendly side.

7. Report completion of the minefield.

TRAINING

1. USE ONLY METALLIC MINES. If the mines cannot be found when the field is removed by hand, a metallic mine detector (AN/PSS-11) can be employed to help locate the lost mines.

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2. DO NOT USE BOOBYTRAP DEVICES. These devices will seriously delay removal of the minefield.

3. INTENTION REPORT. You must get permission from your company commander to install a Hasty Protective Minefield. This is done by requesting permission in person or by radio communication.

4. MAKE A GROUND RECONNAISSANCE. A reconnaissance is conducted to determine:

a. Armor approaches into the platoon area and the points on these approaches most restrictive to armor movement (i.e., bridges or fords, areas which canalize movement, etc.).

b. Dismounted avenues of approach into the platoon area.

c. Likely areas of movement which would be used by enemy infantry to neutralize your antitank mines.

d. Exact locations (within a through c above) which provide natural camouflage for your mines and permit coverage by fire from your positions (see figure 1).

A layout of your minefield might look like this.

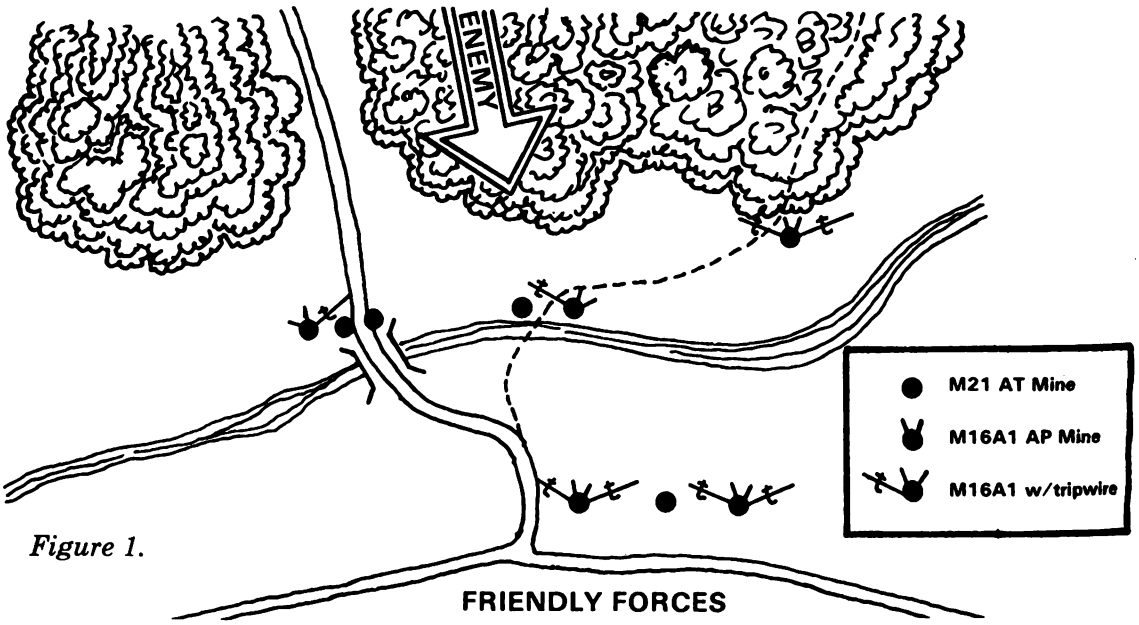

Figure 1.

5. SUBMIT INITIATION REPORT. Once you have completed your reconnaissance, you must inform the company commander. After this action has been completed, you are ready to begin laying the minefield.

6. EMPLACE AND RECORD MINEFIELD. After you have selected the exact locations for your mines, effectively use your manpower to install them. Weigh all of your tasks in choosing the number of men to be used. Once emplacement has begun, insure your men are following the procedures outlined in the tasks: **Install/recover an electrically armed Claymore mine and emplace and recover M16A1 AP and M21 AT mines.**

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DO NOT ALLOW MINES TO BE ARMED AT THIS TIME.

During emplacement, supervision is a necessity. After all mines are emplaced, begin on the enemy's side of the minefield and arm the mines.

7. REPORT COMPLETION OF MINEFIELD. After the field is laid and the paperwork is done, call your commander and report that you have completed the field.

REMEMBER

Use the Hasty Protective Minefield often enough so that it becomes a comfortable part of your operation.

Always integrate these mines with your other defensive plans.

TASK NUMBER: 071-11B-4508

REFERENCE:

TC 20-32-1, Hasty Protective Mining

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE THE INDORSER'S SECTION OF AN ENLISTED EVALUATION REPORT (EER).

EVALUATION

CONDITIONS:

Given DA Pamphlet 623-1, a DA form 2166-5 (with the rater's section completely filled in) and a number 2 lead pencil.

STANDARDS:

You will, as outlined in DA Pam 623-1 (Preparation of Enlisted Evaluation Report);

1. Review parts I, II, and III of DA Form 2166-5; identify and correct all discrepancies.

2. Complete parts II, III, and IV (indorser's section of DA Form 2166-5).

TRAINING

1. Parts I and VII of the report will be completed by the Military Personnel Officer (MILPO). Review the rater's section of parts I (MILPO), II, and III to insure they are correct and complete. Complete the indorser's section of parts II, III, and IV. Part V will be completed by the individual being rated.

2. Part II.

a. **Block A.** Actual duties performed by the rated soldier will be filled in by the rater.

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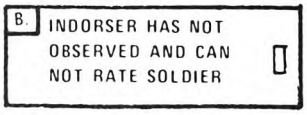
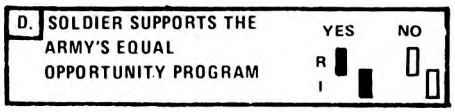
b. **Block B.** This block is applicable only to the indorser, self-explanatory.



c. **Block C.** Two selections are possible. Check the appropriate box to indicate frequency of contact, and if applicable, also check "reports and records." The indorser will fill in the line following "I" only.

d. **Block D.** Mark the "yes" or "no" block as appropriate. A "no" response here requires explanation in Block J.



e. **Block E.** Performance Traits. Rate the individual carefully on each of the ten performance traits by marking the appropriate box for each trait. Mark ratings in soft pencil on the basis of the given rating scale. Enter the score for each trait in black ink in the score box at the right hand column under "I". Total these scores and enter in the totals box at the bottom of the column, and in the appropriate locations in Block H. Marking procedures are the same for Blocks F and G as in Block E, and the appropriate boxes in Block H. If the score for Block E exceeds 40 or is less than 10, justify in Block J (indorser's section).

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E. DUTY PERFORMANCE TRAITS	RANKS WITH VERY BEST	SUPERIOR TO MOST		EXCEEDS OR MEETS DUTY REQUIREMENTS		NEEDS IMPROVEMENTS		SCORE	
		5	4	3	2	1 Some	0 Much	R	I
1. Is well informed on all phases of assigned duties. (Scope of knowledge about duties)	R			■				3	3
	I			■					
2. Carries out orders without constant supervision. (Dependability in performing without supervision)	R			■				3	3
	I			■					
3. Shows interest and enthusiasm for duties. (Attitude toward duties)	R			■				3	3
	I			■					
4. Demonstrates qualities of leadership. (Exerts positive influence on others)	R			■				3	3
	I			■					
5. Seeks out opportunities for self-improvement. (Effort directed toward realization of potential)	R			■				3	3
	I			■					
6. Displays ability to initiate action without direction from others. (Aggressive pursuit of methods to improve duty performance)	R					■		1	1
	I					■			
7. Is successful in working with others. (Ability to work in harmony with others)	R			■				3	3
	I			■					
8. Personal behavior sets a good example for others. (High standards of personal conduct)	R			■				3	3
	I			■					
9. Takes pride in dress and appearance. (Neat and military in bearing)	R			■				3	3
	I			■					
10. Is physically fit, as required, for MOS/grade during combat. (Physical condition)	R							4	4
	I		■						
							TOTALS	29	29

f. **Block F.** Demonstrated Overall Performance. In this section you rate the soldier's strengths and weaknesses, using overall performance. If score exceeds 42 or is below 6, justify in Block J (indorser's section).

F. DEMONSTRATED OVERALL PERFORMANCE OF ASSIGNED DUTIES					
Ranks With Very Best	Superior to Most	Exceeds of Meets Duty Requirements	Demonstrates Shortcomings		SCORE
			Minor	Major	
R		■			33
44 43	42 38 34	33 27 21 15	14 10 6	5 3 1	
I		■			33

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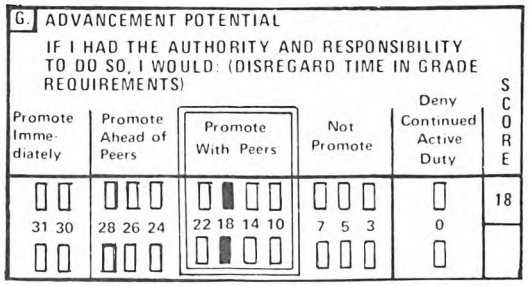
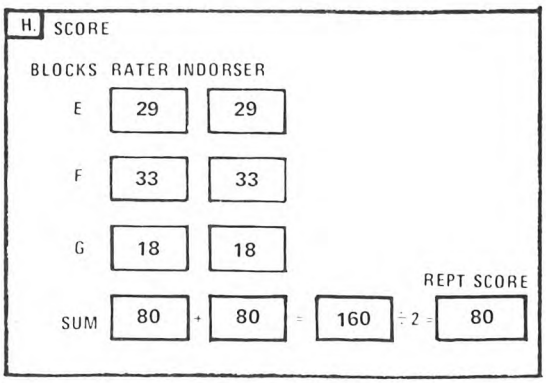
g. **Block G. Advancement Potential.** Rate the soldier on ability to perform in the next higher grade by considering total capacity in comparision with other individuals of the same grade and length of service. If score exceeds 22 or is below 10, justify in Block J (indorser's section).



h. **Block H. Scores.** You enter the scores from the appropriate boxes from Blocks E, F, and G and total them. The sum of the scores are added up by the indorser, divided by 2 and the result entered in the block titled REPT SCORE.



i. **Block I. Career Development.** Recommendation for logical career development, such as advanced schooling and special assignments are appropriate here.

I CAREER DEVELOPMENT (RECOMMENDATIONS ON SCHOOLING AND ASSIGNMENTS)

Recommend DA NCO Development Course for individual.

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j. **Block J.** Comments. Comments must be either typed or neatly printed.

J	1. COMMENTS ARE MANDATORY TO JUSTIFY RATINGS IN PART II AS FOLLOWS: a. BLOCK E SCORE BELOW 10 OR OVER 40, BLOCK F SCORE BELOW 6 OR OVER 42, BLOCK G SCORE BELOW 10 OR OVER 20, OR BLOCK D IF SOLDIER DOES NOT SUPPORT ARMY'S EQUAL OPPORTUNITY PROGRAM. b. INDORSER WHO CHECKS BLOCK II B. 2. REMARKS OTHERWISE OPTIONAL.
RATER	
INDORSER	

3. Parts III, IV, and V. Parts III and V will be reviewed by the indorser for possible discrepancies. Part IV must be typed or printed in black ink, except for signature, which will be in black ink.

PART II RATER AUTHENTICATION		
A ORGANIZATION AND DUTY ASSIGNMENT Co C, 1st Bn, 26th Inf APO NY 09039 Sqd Ldr	B NAME AND GRADE TIMOTHY E. KREBS, E6	C DATE 5 Jan 76
	D SIGNATURE Timothy E. Krebs	
PART IV INDORSER AUTHENTICATION		
A ORGANIZATION AND DUTY ASSIGNMENT Co C, 1st Bn, 26th Inf APO NY 09039 Plt Ldr	B NAME AND GRADE LARRY A. WILDMAN, 01	C DATE 5 Jan 76
	D SIGNATURE Larry A. Wildman	
PART V SOLDIER AUTHENTICATION		
A I HAVE SEEN A COPY OF THIS REPORT COMPLETE THROUGH ACTION BY THE INDORSER. I HAVE BEEN COUNSELED CONCERNING THE REPORT.	B NAME AND GRADE ROGER W. CASALENGO, E4	C DATE 6 Jan 76
	D SIGNATURE Roger W Casalengo	

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4. Counseling. Prior to obtaining the rated soldier's signature on the evaluation form, the indorser will verify that the rater has counseled the soldier regarding the evaluation report. The indorser will further counsel the soldier and if the report is adverse, the indorser will advise the soldier of the nature of the report and inform him that the MILPO will provide guidance for submission of appeals.

5. See figure 1 for a completed example of an Enlisted Evaluation Report, DA Form 2166-5.

TASK NUMBER: 071-11A-5311

REFERENCE:

DA Pamphlet 623-1, Preparation of Enlisted Evaluation Reports.

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ENLISTED EVALUATION REPORT (AR 600-200)

For preparation, see DA Pamphlet 623-1.

C. SSN

PART I PERSONAL DATA

A. GRADE (ABBR) NAME (LAST)	(FIRST)	(MI)	SSN	B. TYPE OF REPORT
E4 CASALENGO, ROGER	0000	-00-	000	INIT ANL CR SP OTHER

D. ORGANIZATION AND STATION
Co C, 1st Bn, 26th Inf
APO NY 09039

SPECIFY

E. PMOSC	F. DMOSC	G. SMOSC
11B10	11B10	95B10

H. PERIOD OF REPORT
BEGIN MO. JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
BEGIN YR 74 75 76 77 78 79 80 81 82 83 84 85
END MO. JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
END YR 74 75 76 77 78 79 80 81 82 83 84 85

I. NONRATED PERIOD
NO. OF MONTHS
REASON CODES

J. DUTY POSITION TITLE
Rifleman
AUTH PAY GR E-4

PART II RATINGS

A. BRIEF DESCRIPTION OF DUTIES
Soldier performs duty as rifleman in a mechanized rifle platoon. Disperses small arms fire toward enemy when required to do so.

B. INDORSER HAS NOT OBSERVED AND CAN NOT RATE SOLDIER

C. REPORT BASED ON: DAILY CONTACT (R, I) FREQ OBSN (R, I) INFREQ OBSN (R, I) REPT & REC (R, I)

D. SOLDIER SUPPORTS THE ARMY'S EQUAL OPPORTUNITY PROGRAM — YES (R, I) NO (R, I)

E. DUTY PERFORMANCE TRAITS

TRAITS		RANKS WITH VERY BEST 5	SUPERIOR TO MOST 4	EXCEEDS OR MEETS DUTY REQUIREMENTS 3	2	NEEDS IMPROVEMENTS Some 1	Much 0	SCORE R	SCORE I
1. Is well informed on all phases of assigned duties. (Scope of knowledge about duties)	R			■				3	3
	I			■					
2. Carries out orders without constant supervision. (Dependability in performing without supervision)	R			■				3	3
	I			■					
3. Shows interest and enthusiasm for duties. (Attitude toward duties)	R			■				3	3
	I			■					
4. Demonstrates qualities of leadership. (Exerts positive influence on others)	R			■				3	3
	I			■					
5. Seeks out opportunities for self-improvement. (Effort directed toward realization of potential)	R			■				3	3
	I			■					
6. Displays ability to initiate action without direction from others. (Aggressive pursuit of methods to improve duty performance)	R					■		1	1
	I					■			
7. Is successful in working with others. (Ability to work in harmony with others)	R			■				3	3
	I			■					
8. Personal behavior sets a good example for others. (High standards of personal conduct)	R			■				3	3
	I			■					
9. Takes pride in dress and appearance. (Neat and military in bearing)	R			■				3	3
	I			■					
10. Is physically fit, as required, for MOS/grade during combat. (Physical condition)	R		■					4	4
	I		■						
						TOTALS		29	29

F. DEMONSTRATED OVERALL PERFORMANCE OF ASSIGNED DUTIES

	Ranks With Very Best	Superior to Most	Exceeds or Meets Duty Requirements	Demonstrates Shortcomings: Minor	Demonstrates Shortcomings: Major	SCORE
R			■			33
	44 43	42 38 34	33 27 21 15	14 10 6	5 3 1	
I			■			33

G. ADVANCEMENT POTENTIAL
IF I HAD THE AUTHORITY AND RESPONSIBILITY TO DO SO, I WOULD: (DISREGARD TIME IN GRADE REQUIREMENTS)

	Promote Immediately	Promote Ahead of Peers	Promote With Peers	Not Promote	Deny Continued Active Duty	SCORE
R			■			18
	31 30	28 26 24	22 18 14 10	7 5 3	0	
I			■			18

H. SCORE

BLOCKS	RATER	INDORSER
E	29	29
F	33	33
G	18	18
SUM	80 + 80 = 160 ÷ 2 =	REPT SCORE 80

Figure 1a.

2-VI-A-6.6

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RATED SOLDIER'S LAST NAME AND SSN

PART II CONTINUED

I CAREER DEVELOPMENT (RECOMMENDATIONS ON SCHOOLING AND ASSIGNMENTS)

Recommend DA NCO Development Course for individual.

J
1. COMMENTS ARE MANDATORY TO JUSTIFY RATINGS IN PART II AS FOLLOWS:
   a. BLOCK E SCORE BELOW 10 OR OVER 40, BLOCK F SCORE BELOW 6 OR OVER 42, BLOCK G SCORE BELOW 10 OR OVER 20, OR BLOCK D IF SOLDIER DOES NOT SUPPORT ARMY'S EQUAL OPPORTUNITY PROGRAM.
   b. INDORSER WHO CHECKS BLOCK II B.
2. REMARKS OTHERWISE OPTIONAL.

RATER

INDORSER

PART II RATER AUTHENTICATION

A ORGANIZATION AND DUTY ASSIGNMENT	B NAME AND GRADE	C DATE
Co C, 1st Bn, 26th Inf APO NY 09039 Sqd Ldr	TIMOTHY E. KREBS, E6	5 Jan 76
	D SIGNATURE Timothy E. Krebs	

PART IV INDORSER AUTHENTICATION

A ORGANIZATION AND DUTY ASSIGNMENT	B NAME AND GRADE	C DATE
Co C, 1st Bn, 26th Inf APO NY 09039 Plt Ldr	LARRY A. WILDMAN, 01	5 Jan 76
	D SIGNATURE Larry A. Wildman	

PART V SOLDIER AUTHENTICATION

A I HAVE SEEN A COPY OF THIS REPORT COMPLETE THROUGH ACTION BY THE INDORSER. I HAVE BEEN COUNSELED CONCERNING THE REPORT.	B NAME AND GRADE	C DATE
	ROGER W. CASALENGO, E4	6 Jan 76
	D SIGNATURE Roger W. Casalengo	

PART VI REVIEWER AUTHENTICATION

A SOLDIER WAS RATED BY CORRECT RATER AND INDORSER. NO FURTHER ACTION REQUIRED MY REVIEW RESULTS IN ACTION INDICATED BY INCLOSURES.

B ORGANIZATION AND DUTY ASSIGNMENT	C NAME AND GRADE	D DATE
Co C, 1st Bn, 26th Inf APO NY 09039 Cdr	WILLIAM C. THOMAS 03	7 Jan 76
	E SIGNATURE William C. Thomas	

PART VII MILPO CERTIFICATION

A DATE REPORT ENTERED ON DA FM 2-1:	C	D
B SOLDIER'S COPY: GIVE TO SOLDIER [ ] FORWARDED TO SOLDIER [ ] MAILED TO SOLDIER [ ] CERTIFIED MAIL NO. _____	MILPO SIGNATURE	UIC

Figure 1b.

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE THE RATER'S SECTION OF A SENIOR ENLISTED EVALUATION REPORT (SEER)

EVALUATION

CONDITIONS:

Given DA Pamphlet 623-1, one blank DA Form 2166-5A, and a number 2 lead pencil.

STANDARDS:

Complete parts II and III of the Senior Enlisted Evaluation Report. DA Form 2166-5A, as outlined in DA Pamphlet 623-1 (Preparation of Enlisted Evaluation Reports).

TRAINING

1. Parts I and VII of the report will be completed by the Military Personnel Officer (MILPO). Parts II and III are completed by you (the rater) and the indorser. Part IV is completed by the indorser and part V is completed by the individual being rated. Part VI is completed by the reviewer only after parts I through V have been completed.

NOTE: Part I should be checked by the rater and rated individual for possible discrepancies.

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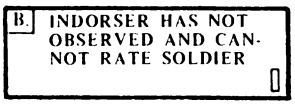
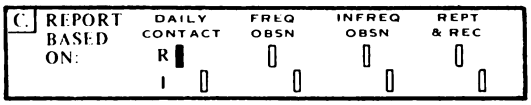
2. Part II.

a. **Block A.** You will enter the actual duties performed by the rated soldier including additional duties.

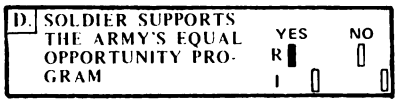
b. **Block B.** This block is not applicable to the rater. Will be completed by the indorser.



c. **Block C.** Two selections are possible. Check the appropriate box to indicate frequency of contact, and if applicable, also check "reports and records."



d. **Block D.** Mark the "yes" or "no" block as appropriate. A "no" response here requires explanation in Block K.



e. **Block E.** Performance Qualities. Rate the individual carefully on each of the six performance qualities by marking the appropriate box for each quality. Mark ratings in soft pencil on the basis of the given rating scale. Enter the score for each quality in black ink in the score box at the right hand column. Total these scores and enter in the totals box at the bottom of the right hand column, and in the appropriate location in Block I. The same marking procedure will be used for Blocks, F, G, and H, using the appropriate boxes in Block I. If the score for Block E exceeds 24 or is less than 6, justify in Block K.

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E. PERFORMANCE QUALITIES	RANKS WITH VERY BEST	SUPERIOR TO MOST		EXCEEDS OR MEETS DUTY REQUIREMENT		NEEDS IMPROVEMENT		SCORE	
		5	4	3	2	Some 1	Much 0	R	I
1. Anticipates requirements and actively pursues methods of improving duty performance. (Initiative)	R							4	
	I								
2. Is physically fit, as required, for MOS/grade during combat. (Physical Condition)	R							4	
	I								
3. Takes pride in high standards of dress, grooming, and military manner. (Military Bearing)	R							4	
	I								
4. Behavior on and off duty is in accordance with highest Army standards. (Personal Conduct)	R							4	
	I								
5. Is dependable and conscientious in fulfilling obligations. (Responsibility)	R							4	
	I								
6. Is well informed on the scope of knowledge required for assigned duties. (Technical Competence)	R							4	
	I								
							TOTALS	24	

f. **Block F.** Leadership Skills. These skills are critical **to the senior** enlisted soldier. The soldier's performance as a leader **depends on** mastering them. If the score exceeds 20 or is below 5, justify **in Block K.**

F. LEADERSHIP SKILLS	RANKS WITH VERY BEST	SUPERIOR TO MOST		EXCEEDS OR MEETS DUTY REQUIREMENT		NEEDS IMPROVEMENT		SCORE	
		5	4	3	2	Some 1	Much 0	R	I
1. Is clear and to the point in conveying information and in giving directions. (Communications)	R							4	
	I								
2. Promotes personal and professional growth of subordinates through personal interest in their problems. (Counseling)	R							4	
	I								
3. Provides effective instruction (formal or informal) to improve the professional competence of subordinates. (Training)	R							4	
	I								
4. Selects best course of action after weighing the alternatives. (Decision Ability)	R							4	
	I								
5. Is fair, inspires confidence, accepts guidance, and has earned respect. (Relationship with others)	R							4	
	I								
							TOTALS	20	

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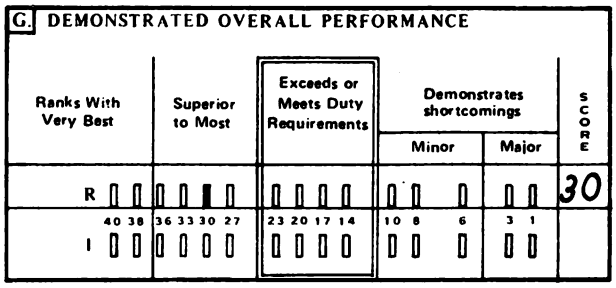
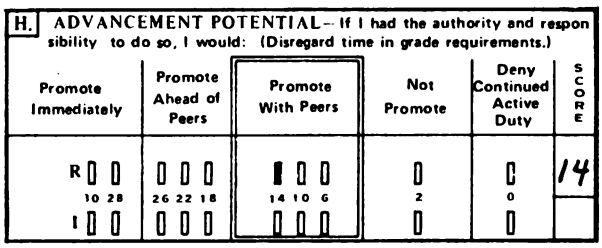
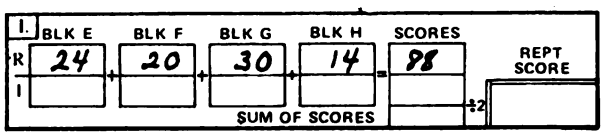
g. **Block G.** Demonstrated Overall Performance. In this section you consider all of the rated soldier's strengths and weaknesses, using the yardstick of overall performance. If the score exceeds 36 or is below 6, justify in Block K.



h. **Block H.** Advancement Potential. Rate the soldier on ability to perform in the next higher grade by considering total capacity in comparison with other individuals of the same grade and length of service. If score exceeds 14 or is below 6, justify in Block K.



i. **Block I.** Scores. The rater enters the scores from the appropriate boxes from Blocks E, F, G, and H and totals them. This total score from the rater's section cannot exceed 125 points. If there is no indorser the rater's total will be the report score.



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j. **Block J.** Career Development. Recommendation for logical career development, such as advanced schooling and special assignments are appropriate here. If the soldier has potential to be a First Sergeant or Command Sergeant Major, check the appropriate block according to grade.

RATED SOLDIER'S LAST NAME AND SSN		
PART II CONTINUED		
J. CAREER DEVELOPMENT (RECOMMENDATIONS ON SCHOOLING AND ASSIGNMENTS)	RECOMMENDED FOR: CSM (E-8 & E-9)	ISG (E-7)
	R ☐	R ■
	I ☐	I ☐

k. **Block K.** Comments. Scores requiring mandatory comments are listed in the heading of this block. Comments may be made in this block regardless of the score. Comments must be either typed or neatly printed.

K. 1. COMMENTS ARE MANDATORY TO JUSTIFY RATINGS IN PART II AS FOLLOWS: a. BLOCK E SCORE BELOW 6 OR OVER 24, BLOCK F SCORE BELOW 5 OR OVER 20, BLOCK G SCORE BELOW 6 OR OVER 36, BLOCK H SCORE BELOW 6 OR OVER 14, OR BLOCK D IF SOLDIER DOES NOT SUPPORT ARMY'S EQUAL OPPORTUNITY PROGRAM. b. INDORSER WHO CHECKS BLOCK II B. 2. REMARKS OTHERWISE OPTIONAL.
RATER
INDORSER

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3. Part III. This entry, except for signature, must be typed or printed in black ink. Use black ink for signature.

PART III RATER AUTHENTICATION			
A. ORGANIZATION AND DUTY ASSIGNMENT Co C, 1ST BN, 26th INF APO NY 09039 PLT SGT		B. NAME AND GRADE WILLIAM COLEMAN E-7	C. DATE 5 JAN 76
		D. SIGNATURE WILLIAM COLEMAN	

4. Counseling. After signing the report, you, the rater, should discuss the report with the rated soldier and counsel him concerning the report. After counseling, you will forward the report to the indorser.

5. See figure 1a and 1b for a completed example (rater's section only) of a Senior Enlisted Evaluation Report, DA Form 2166-5A.

TASK NUMBER: 071-11A-5312

REFERENCE:

DA Pamphlet 623-1, Preparation of Enlisted Evaluation Reports.

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SENIOR ENLISTED EVALUATION REPORT (AR 600-200)

For preparation, see DA Pamphlet 623-1.

C. SSN

PART I PERSONAL DATA

A. GRADE (ABBR) NAME (LAST) (FIRST) (MI) SSN

E-6 RENN, ALFRED N. 000-00-0000

B. TYPE OF REPORT: INIT ANL CR SP; OTHER; SPECIFY

D. ORGANIZATION AND STATION

Co C, 1ST BN, 26th INF
APO NY 09039

E. PMOSC	F. DMOSC	G. SMOSC
11B30	11B30	95B30

H. PERIOD OF REPORT

BEGIN: MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC; YR 74 75 76 77 78 79 80 81 82 83 84 85

END: MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC; YR 74 75 76 77 78 79 80 81 82 83 84 85

I. NONRATED PERIOD

NO. OF MONTHS _____

REASON CODES _____

J. DUTY POSITION TITLE

SQUAD LEADER

AUTH PAY GR

PART II. RATINGS

A. BRIEF DESCRIPTION OF DUTIES

Individual performs duties as a leader of a rifle squad composed of two fire support teams.

B. INDORSER HAS NOT OBSERVED AND CANNOT RATE SOLDIER

C. REPORT BASED ON: DAILY CONTACT (R) FREQ OBSN (I) INFREQ OBSN REPT & REC

D. SOLDIER SUPPORTS THE ARMY'S EQUAL OPPORTUNITY PROGRAM: YES (R) NO (I)

E. PERFORMANCE QUALITIES	RANKS WITH VERY BEST 5	SUPERIOR TO MOST 4	EXCEEDS OR MEETS DUTY REQUIREMENT 3	2	NEEDS IMPROVEMENT Some 1	Much 0	SCORE R	SCORE I
1. Anticipates requirements and actively pursues methods of improving duty performance. (Initiative)		R					4	
		I						
2. Is physically fit, as required, for MOS/grade during combat. (Physical Condition)		R					4	
		I						
3. Takes pride in high standards of dress, grooming, and military manner. (Military Bearing)		R					4	
		I						
4. Behavior on and off duty is in accordance with highest Army standards. (Personal Conduct)		R					4	
		I						
5. Is dependable and conscientious in fulfilling obligations. (Responsibility)		R					4	
		I						
6. Is well informed on the scope of knowledge required for assigned duties. (Technical Competence)		R					4	
		I						
TOTALS							24	

F. LEADERSHIP SKILLS	RANKS WITH VERY BEST 5	SUPERIOR TO MOST 4	EXCEEDS OR MEETS DUTY REQUIREMENT 3	2	NEEDS IMPROVEMENT Some 1	Much 0	SCORE R	SCORE I
1. Is clear and to the point in conveying information and in giving directions. (Communications)		R					4	
		I						
2. Promotes personal and professional growth of subordinates through personal interest in the ir problems.(Counseling)		R					4	
		I						
3. Provides effective instruction (formal or informal) to improve the professional competence of subordinates. (Training)		R					4	
		I						
4. Selects best course of action after weighing the alternatives.(Decision Ability)		R					4	
		I						
5. Is fair, inspires confidence, accepts guidance, and has earned respect. (Relationship with others)		R					4	
		I						
TOTALS							20	

G. DEMONSTRATED OVERALL PERFORMANCE

	Ranks With Very Best	Superior to Most	Exceeds or Meets Duty Requirements	Demonstrates shortcomings: Minor	Demonstrates shortcomings: Major	SCORE
R						30
	40 38	36 33 30 27	23 20 17 14	10 8 6	3 1	
I						

H. ADVANCEMENT POTENTIAL If I had the authority and responsibility to do so, I would: (Disregard time in grade requirements.)

	Promote Immediately	Promote Ahead of Peers	Promote With Peers	Not Promote	Deny Continued Active Duty	SCORE
R						14
	10 28	26 22 18	14 10 6	2	0	
I						

I.

	BLK E	BLK F	BLK G	BLK H	SCORES	REPT SCORE
R	24	+ 20	+ 30	+ 14	= 88	
I		+	+	+	=	
			SUM OF SCORES			÷2

Figure 1a.

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RATED SOLDIER'S LAST NAME AND SSN

PART II CONTINUED

J. CAREER DEVELOPMENT (RECOMMENDATIONS ON SCHOOLING AND ASSIGNMENTS)

RECOMMENDED FOR:

	CSM (E-8 & E-9)	ISG (E-7)
R	☐	☐
I	☐	☐

K. 1. COMMENTS ARE MANDATORY TO JUSTIFY RATINGS IN PART II AS FOLLOWS:
a. BLOCK E SCORE BELOW 6 OR OVER 24, BLOCK F SCORE BELOW 5 OR OVER 20, BLOCK G SCORE BELOW 6 OR OVER 36, BLOCK H SCORE BELOW 6 OR OVER 14, OR BLOCK D IF SOLDIER DOES NOT SUPPORT ARMY'S EQUAL OPPORTUNITY PROGRAM.
b. INDORSER WHO CHECKS BLOCK II B.
2. REMARKS OTHERWISE OPTIONAL.

RATER

INDORSER

PART III RATER AUTHENTICATION

A. ORGANIZATION AND DUTY ASSIGNMENT	B. NAME AND GRADE	C. DATE
Co C, 1ST BN, 26th INF PLT SGT APO NY 09039	WILLIAM COLEMAN E7	5 JAN [illegible]
	D. SIGNATURE: William Coleman	

PART IV INDORSER AUTHENTICATION

A. ORGANIZATION AND DUTY ASSIGNMENT	B. NAME AND GRADE	C. DATE
	D. SIGNATURE	

PART V SOLDIER AUTHENTICATION

A. I HAVE SEEN A COPY OF THIS REPORT COMPLETE THROUGH ACTION BY THE INDORSER. I HAVE BEEN COUNSELED CONCERNING THE REPORT.	B. NAME AND GRADE	C. DATE
	D. SIGNATURE	

PART VI REVIEWER AUTHENTICATION

A. SOLDIER WAS RATED BY CORRECT RATER AND INDORSER. NO FURTHER ACTION REQUIRED. ☐
MY REVIEW RESULTS IN ACTION INDICATED BY INCLOSURES. ☐

B. ORGANIZATION AND DUTY ASSIGNMENT	C. NAME AND GRADE	D. DATE
	E. SIGNATURE	

PART VII MILPO CERTIFICATION

A. DATE REPORT ENTERED ON DA FM 2-1:	C.	D.
B. SOLDIER'S COPY: GIVEN TO SOLDIER ☐ FORWARDED TO SOLDIER ☐ MAILED TO SOLDIER ☐ CERTIFIED MAIL NO. _____	MILPO SIGNATURE	UIC

Figure 1b.

2-VI-A-7.7

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TRAINING AND EVALUATION OUTLINE

TASK

MONITOR AND EVALUATE TRAINING

EVALUATION

CONDITIONS:

As an 11B40, given guidance to monitor and evaluate a specific training session (individual or collective); training schedule applicable to your unit; Soldier's Manuals for the MOSs of your subordinates; FM 21-6; parent unit Training Evaluation Report Form; status report and lesson plan.

STANDARDS:

Within the time available, monitor and evaluate the training session and determine, as a minimum:

1. Whether complete performance-oriented training objectives have been developed.

2. Whether, as a result of the training, the soldiers undergoing training can perform the objective(s) and meet or exceed the established training standard(s).

TRAINING

1. General. Monitoring and evaluation is in reality a never-ending first and last step in the commander/training manager's efforts to plan and conduct efficient and effective training. Proper conduct of these activities provides the commander/training manager with information and data he needs to prepare or revise his plans for future training. With respect to monitoring and evaluation of training, the commander/training manager is concerned with two issues: efficiency and effectiveness.

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TRAINING EVALUATION REPORT

Unit _____ Date _____

Subject/Mission _____ Principal Trainer _____

Time Training Began _____ Soldiers Present for Training _____

Ended _____ Time Evaluator Arrived _____

Location _____ Departed _____

	YES	NO	N/A	Not Observed
1. Did the trainer have specific training objectives to accomplish? (i.e., Did all objectives (commander's and intermediate) specify the task(s) to be performed, the conditions of performance, and the training standard of acceptable performance?)	☐	☐	☐	☐
Comments:				
2. As a result of the training, did the soldiers perform successfully (i.e., meet or exceed the training standards) the commander's training objective(s)?	☐	☐	☐	☐
Comments:				
3. Were the resources adequate to accomplish the training?				
Time	☐	☐	☐	☐
Equipment	☐	☐	☐	☐
Training Area(s)/Classroom	☐	☐	☐	☐
Ammunition	☐	☐	☐	☐
Training Aids/Devices	☐	☐	☐	☐

Figure 1. Training Evaluation Report.

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	YES	NO	N/A	Not Observed
Trainers (principal & assistants)	☐	☐	☐	☐
Comments:				
4. Did the training progress in a logical sequence toward meeting the commander's training objective(s)?	☐	☐	☐	☐
Comments:				
5. Did the soldiers undergoing training appear to be motivated?	☐	☐	☐	☐
Comments:				
6. Did the trainer:	☐	☐	☐	☐
a. Inform the soldiers of the training objective(s) to be accomplished and give reason(s) for the training?	☐	☐	☐	☐
b. Arrange training area so all could see and hear well?	☐	☐	☐	☐
c. Use understandable words?	☐	☐	☐	☐
d. Demonstrate how to perform the objective(s) (when appropriate)?	☐	☐	☐	☐
e. Give all necessary information?	☐	☐	☐	☐
f. Avoid giving unnecessary information?	☐	☐	☐	☐
g. Require "walk through" performances of the objective (if appropriate).	☐	☐	☐	☐
h. Encourage questions?	☐	☐	☐	☐
i. Exhibit adequate knowledge of subject matter?	☐	☐	☐	☐
j. Show interest in helping the soldiers learn?	☐	☐	☐	☐
k. Make acceptable use of training aids?	☐	☐	☐	☐
l. Use assistant trainers to best advantage?	☐	☐	☐	☐
m. Require practice until the training standards were achieved?	☐	☐	☐	☐
n. Test soldier's ability to perform the commander's training objective?	☐	☐	☐	☐
Comments:				
7. Would you consider this training adequate?	☐	☐	☐	☐
Specific recommendations:				

Figure 1. Training Evaluation Report (cont'd).

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a. Training efficiency is concerned with how well the trainer (and indirectly the training manager) used what was available (i.e., the training resources - time, personnel, facilities, equipment, funds, etc.) to train the soldiers.

b. Training effectiveness is determined by how well personnel undergoing training can meet or exceed established performance standards specified in the commander's training objective(s).

2. Training Evaluation. There are many items in the preparation and conduct of training that can be evaluated. However, only two items are critical:

a. Have training objectives (the commander's and intermediate, if needed) been developed that specify task, conditions, and training standards?

b. As a result of the training, can soldiers perform the training objectives and meet or exceed training standards?

If the answer to both questions is yes, everything else is largely secondary (e.g., the appearance of training, the presentation techniques used by the trainer(s), the format of the lesson plans, etc.).

3. How to Evaluate (inspect) Training. A good evaluator is concerned with the conduct of training. His evaluation should concentrate on:

a. Whether complete performance-oriented training objectives have been developed.

b. Whether, as a result of the training, the soldiers undergoing training can perform the objective(s) and meet or exceed the established training standard(s).

All other items are secondary, but by evaluating them, future training may be made more efficient. In performance-oriented training, the goal is for all the soldiers to successfully perform all the training objectives. The "Training Evaluation Report" (see figure 1) is provided as a guide for developing one for a unit.

TASK NUMBER: 071-11A-5115

REFERENCE:

FM 21-6, How to Prepare and Conduct Military Training

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TRAINING AND EVALUATION OUTLINE

TASK

SCREEN TRAINING SCHEDULES

EVALUATION

CONDITIONS:

As a battalion assistant operations sergeant, given guidance to screen subordinate unit's training schedules; parent unit command letter for weekly training schedules; FM 21-6 and subordinate unit's weekly training schedules.

STANDARDS:

Within the time available, screen training schedules and insure as a minimum that:

1. The training schedules are complete and accurate.

2. The training resources (human, physical, financial, and time) are used efficiently.

TRAINING

1. GENERAL. The principal documents which reflect the results of a unit's programing and scheduling of training include training calendars, training forecasts, training circulars, and weekly training schedules.

2. TRAINING SCHEDULES: In general, the content of a unit training schedule includes two types of information:

a. That which trainers need to prepare and present the prescribed training.

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b. That which the personnel to be trained need to enable them to be present at the designated place of training at the proper time and with the proper equipment. This information is broken down as follows:

(1) Date, time, and place of training.

(2) Personnel to be trained.

(3) Activity (subject/mission).

(4) Trainers for each activity (principal trainer and assistant trainer[s]).

(5) References.

(6) Uniform and equipment.

(7) Resources.

(8) Administrative instructions or remarks that will help the trainer and personnel to be trained.

3. PRINCIPLES OF SCHEDULING. The principles of scheduling are:

a. Facilitate Preparation of Training.

(1) Training schedules are published well in advance.

(2) Trainer's names, rather than job title, are shown on the training schedule. This establishes a personal responsibility for preparation of training.

(3) Adequate references are provided the trainer to furnish him sufficient training material (soldier's manual, training extension courses (TEC) and ARTEP).

(4) Sufficient time and resources are allocated during each period for the trainer to conduct training as required.

b. Facilitate Learning.

(1) The amount of training soldiers receive from a period of training is affected by the environment under which the training is conducted. Insure training areas selected and techniques of training used are suited to the training.

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(2) Schedule training progressively. Training must progress in a logical sequence (i.e., from easier to more difficult).

c. Use training resources (human, physical, financial, and time) efficiently.

(1) Schedule concurrent training along with the primary training to get maximum use from training time. Concurrent training tasks may or may not have been conducted previously. This training may be used as makeup training for personnel who miss regularly scheduled training, for training in required tasks of limited scope, for soldiers in which weaknesses have been observed during conduct of training in other required tasks, or for additional training on tasks previously conducted.

(2) Schedule training (when possible) using a multi-echelon training approach to insure selected training sessions use the available time and other resources efficiently. Multi-echelon training is an approach to individual and collective training in units designed to prepare simultaneously different elements of a battalion or company.

(3) When movement between training sites cannot be made during time normally allocated for breaks, the time is reflected on the weekly training schedule. When possible, the movement itself may be used as a training vehicle, on marches, movement to contact, delay operations and similar tasks.

4. SCREENING TRAINING SCHEDULES: In battalions employing decentralized training, subordinate units prepare draft weekly training schedules. The schedules are then forwarded to the battalion S3 for screening. As an assistant operations sergeant, during the process of screening training schedules, you should insure that:

a. The training schedules are forwarded to battalion in a timely fashion (in accordance with parent unit command letter for weekly training schedules).

NOTE: Late or incomplete distribution and frequent changes or amendments to training schedules are indications a unit has problems in the programing and scheduling of training. Such situations warrant the attention of the S3 or battalion commander.

b. The training schedules progresses in a logical sequence from easier to more difficult performance tasks.

c. The training schedules are complete and accurate (includes the two types of information).

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WEEKLY TRAINING AND ACTIVITIES SCHEDULE

A Co 2d Bn, 509th Inf **Dtd 3 Mar 75**

Inclusive Dates 7 Apr 75 - 11 Apr 75

DAY & DATE	PERSONNEL TO BE TRAINED	TIME FROM-TO	SUBJECT/MISSION	TRAINING LOCATION	TRAINER	REFERENCE	UNIFORM & EQUIPMENT	REMARKS
MON 7 Apr	1st Plt	0800-1150	Defense	Tng Area B (XT785491)	LT Smith	ARTEP 7-15 F-15	D/Steel Pot/ Wpns	
	3d Plt	0800-1150	Movement to Contact	Tng Area X (XT720581)	LT Johnson	ARTEP 7-15 F-14	Do	Aggressors 1/2/A
	2d Plt (-)	0700-1800	Range Support		SFC Jones		D	Rpt to S1 Bn HQ NLT 0710, Lunch Dinner
	81-mm Mort Sec	0800-1630	Provide indirect fire support crew drill, dry fire	Bn PT Field	SFC Dawson	ARTEP 7-15, F-25	D	
	AT Sec	0800-1630	Provide direct fire support crew drill, tracker training	Bn PT Field	LT Hayes, Cbt Spt Co	ARTEP 7-15, F-27 TM 9-6920-470-12 ASUBJSCD 7-11 HP4	D/Steel Pot/ TOW & carrier	Rpt to LT Hayes NLT 0815
	HQ Sec	1300-1630	Co Admin Spt	Co Area	XO/1SG	Co SOP	D	
	Plt & Sqd Ldrs	1300-1630	Leader TEWT - Company Night Withdrawal	Tng Area B (XT785491)	CO	ARTEP 7-15, F-11	D	
	1st & 3d Plt	1300-1630	Maint of individual & crew-served weapons	Co Area	XO, Plt Sgts	Co SOP	D	
	Company (-)	1630-1700	PT (2-mile run)	Run for Your Life Course	CO		PT	

Figure 1.

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NOTE: Figure 1 shows a 1 day portion of a training schedule. The format is the same for each day of training.

d. The training locations listed (ranges or training facilities) that are under battalion control have been coordinated and there is no conflict of use by subordinate units.

e. The training is scheduled using training resources efficiently.

TASK NUMBER: 071-11B-5120

REFERENCE:

FM 21-6, How to Prepare and Conduct Military Training

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TRAINING AND EVALUATION OUTLINE

TASK

EVALUATE (INSPECT) TRAINING.

EVALUATION

CONDITIONS:

As a battalion assistant operations sergeant, given guidance to report on the conduct of training of subordinate units; a battalion training circular; Soldier's Manuals for MOSs of your subordinates; FM 21-6; subordinate unit(s) training objectives and status report(s).

STANDARDS:

Within the time available, evaluate the conduct of subordinate unit(s) training and:

1. Determine whether, as a result of the training, the soldiers and unit(s) undergoing training can perform the objective(s) and meet or exceed the established training standard(s) (training effectiveness).

2. Determine, if available, whether resources were utilized in the best possible manner (training efficiency).

3. Report findings, using the chain of command.

TRAINING

1. GENERAL. Under the Army policy of decentralized training, the authority and responsibility for the planning, conduct and internal evaluation of training have been delegated to battalion and separate company commanders. In effect, at the battalion level, decentralized training focuses the training effort at its subordinate unit's level. The S3 section and the job as an assistant operations sergeant is more demanding under this system.

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2. THE S3 SECTION 'TRAINING MANAGER' RESPONSIBILITY . . The battalion commander is responsible for the training of his unit, but the S3 section or you as an assistant operation sergeant are responsible for briefing the battalion commander periodically on the status of training within the unit. To insure that training is of the highest possible quality it is most important to accomplish the specified training objectives. Evaluation of training is a continuous process both at battalion and company levels.

3. EVALUATION. In evaluating training, the evaluation is governed by the Steps of Supervision.

a. QUALIFY. You must qualify yourself with a general knowledge of the subject and a thorough knowledge of performance-oriented training.

b. INSPECT. In order to properly inspect and report on the conduct of training, you should plan to stay long enough to see exactly what is going on and if most of the soldiers or units are meeting the established standard for a particular objective. You may use either the formal (see task, "Monitor and Evaluate Training") or informal inspection. Both have their place in inspecting and reporting on the conduct of training.

c. EVALUATE. Evaluate the results of an inspection to determine the effectiveness and efficiency of training and to determine methods of improving future training.

d. CRITIQUE. A critique should include an overall evaluation, specific comments on training, and a summary of points brought out. In conducting a critique, you should use the chain of command. The commander (company, battalion, etc.) is responsible for the training of his unit; therefore, all critiques of his training should come through him.

e. FOLLOWUP ACTIONS. Some of the followup actions you may take are:

(1) Make followup inspections.

(2) Inspect similar activities in other units.

(3) Advise the S3 or the battalion commander periodically on the impact of factors that degrade a unit's capability to train effectively (limited resources human, physical, financial and time).

TASK NUMBER: 071-11B-5125

REFERENCES:

FM 21-6, How to Prepare and Conduct Military Training
TC 21-5-1, Training Management Digest, Number One
TC 21-5-2, Training Management Digest, Number Two

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TASK
CONSOLIDATE AND REORGANIZE PLATOON FOLLOWING ENEMY CONTACT.

EVALUATION

CONDITIONS:

You are the platoon sergeant/acting platoon leader of a platoon that is attacking or defending as part of a larger unit. Your platoon has just repelled an enemy assault (defense) or has just seized an objective (offense).

STANDARDS:

Reorganize and consolidate your unit well enough to:

1. Reestablish local security.
2. Reestablish chain of command.
3. Redistribute or resupply ammunition and weapons.
4. Supervise evacuation of dead or seriously wounded.
5. Reorganize platoon to compensate for personnel losses.
6. Consolidate position using either the terrain or clock method (offense).
7. Prepare to continue the attack (offense).
8. Replace obstacles and camouflage (defense).

TRAINING

1. Consolidation and Reorganization - Offense. The platoon leader must plan the required reorganization and consolidation of the objective and include the plan in his attack order to the squad leaders. The plan is tentative and flexible and may be changed as the situation requires, but it must be complete and in as much detail as possible.

a. Consolidation is the organizing and strengthening of a newly captured position to secure it against a counterattack. The plan for consolidation includes areas of responsibility for the squads and the positions and mission for any organic or attached crew-served weapons.

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(1) Upon seizure of the objective, initial emphasis is on a hasty defensive posture to prevent a successful enemy counterattack. You must immediately send out two-man security elements to observe along the most likely avenues of enemy approach. Their primary purpose is to provide early warning.

(2) The objective may be consolidated using either the terrain or clock method:

(a) With the terrain method, you designate a certain section of the objective for each squad to occupy using specific terrain features, e.g., trees, rocks, etc. (May be based upon principal avenues of approach.)

(b) With the clock method, you assign each squad a portion of the objective by designating the direction of attack as 12 o'clock. Then assign each squad a portion of the clock, e.g., "1st squad, your area of responsibility is from 9 to 11 o'clock; 2d squad, from 11 to 1 o'clock," etc.

b. Reorganization is the restoration of order in the attacking unit and all actions necessary to prepare the unit for further combat.

(1) Reestablish the chain of command. Insure all key positions are filled by the remaining platoon members and that all members are made aware of the new chain of command.

(2) Evacuate and replace casualties.

(3) Redistribute/resupply ammunition and weapons. Insure your squad leaders pass out new ammunition, if available, and equalize that remaining. Take a quick inventory and request a resupply, if required.

(4) Insure all crew-served weapons are manned and positioned on likely enemy avenues of approach.

(5) Insure all PWs, enemy material and information are collected, reported, and evacuated if possible.

(6) Give your company commander a situation report (SITREP) that includes the tactical situation, personnel strength, and ammunition status.

2. Consolidation and Reorganization - Defense. When an enemy assault is repelled, you must immediately prepare your platoon to meet a renewed assault. To accomplish this task, you must follow many of the same procedures used for the reorganization after an offensive action:

a. Reestablish the chain of command.

b. Reestablish local security. If the LP/OP withdrew to the defensive position, send them back out. If they did not get back, check their status and take appropriate action to get another LP/OP established as soon as possible. Implement your sleep/alert plan again, as soon as feasible.

c. Redistribute/resupply ammunition.

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d. Reposition fighting positions and weapons' positions. If you have just repelled an attack, the enemy may have found some of your positions. Reposition those that have been compromised.

e. Reestablish communication. Check your wire to insure it was not cut during the attack. Change your pyrotechnic signals if you think the enemy may have learned what they mean.

f. Evacuate and replace casualties.

g. Restore camouflage and improve positions. Take caution not to overcamouflage a position. If it was not found during the first assault, chances are it will not be found during the next try.

h. Replace obstacles. If the enemy withdraws far enough and if time permits, replace obstacles, mines, and early warning devices. This is a risky task, especially if the enemy has snipers. Your troops must be careful. Request smoke to cover their movement or wait until darkness.

i. Resupply. After inventories are taken, submit requests for all needed supplies.

j. Use snipers. If you have snipers, this is a good time for them to be active. They may be employed with the OPs or from a vantage point on or behind the defensive positions.

k. When directed, fire team or squad sized patrols may be sent out.

TASK NUMBER: 071-11B-5511

REFERENCES:

FM 7-7, The Infantry Rifle Platoons
FM 7-10, The Infantry Company, Platoons, and Squads

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TRAINING AND EVALUATION OUTLINE

TASK

ORGANIZE PLATOON FOR EXTERIOR GUARD MISSION.

EVALUATION

CONDITIONS:

As platoon sergeant of an infantry rifle platoon, given a mission to establish and maintain an exterior guard (using your personnel) for a specific period of time on predesignated posts/points within the company area. Additionally, you may have any of the following special devices to assist the men in performing their duties: CBR detection devices, electronic detection device, infrared or other night vision devices, trip flares, antipersonnel mines, noise-making devices or any other devices to provide early warning to the guard or unit.

STANDARDS:

1. All designated posts/points are occupied throughout the time specified.

2. Personnel remain at guard post no longer than the time prescribed for each watch period (length of watch periods will depend upon personnel availability), usually 2 hours.

3. The additional equipment is utilized to maximize their early warning capabilities.

4. An adequate communications system is established (i.e., wire, radio, etc.).

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TRAINING

1. A unit must be protected at all times from surprise. Exterior guards are utilized to protect a unit from surprise and to give the unit time to prepare to counter any threat. As a leader you must insure that your guards are alert for enemy surprise by ground, airborne, and air attacks; alert to provide early warning of nuclear, biological, chemical (NBC) attack and contamination; and prepared to protect supplies and supply installations. For stationary positions in combat or hostile areas, unit commanders use exterior guards to establish a surveillance system to operate day and night (or for whatever time he may specify) throughout the unit area. The commander may use guards, listening posts, observation posts, patrols, aerial observers and any other available means. The guards may have any number of special devices to assist them in performing their duties, such as the devices listed in the conditions of this particular task. As a leader, you must also insure that all exterior guards have adequate communications. Special orders or instructions may sometimes dictate the type of communications. These may be radio, wire, arm-and-hand signals, sounds or any other method specified by you or the commander. Not only is it important that the guards remain alert at all times, but it is equally important that they rest between their watch periods. When practical, guards operate in pairs or larger groups and rotate the watch and rest periods among themselves to insure that the required number of guards are kept alert at all times. If means are available, personal contact may be made with the guard at irregular intervals. This contact may be made by other guards, patrols, or unit leaders.

2. A guard should never allow an unidentified person to approach close to his position. This is especially important at night and during other periods of limited visibility. It is, therefore, necssary that you make sure that the guards are familiar with the use of the challenge and password in order to prevent the passage of enemy personnel through your lines.

TASK NUMBER: 071-11A-5515

REFERENCE:

FM 22-6, Guard Duty

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TRAINING AND EVALUATION OUTLINE

TASK

USE A MAP OVERLAY.

EVALUATION

CONDITIONS:

Given a military map and a map overlay containing any of the graphical symbols shown in figure 2 of the training section.

STANDARDS:

Without the use of references:

1. Locate all graphical information on the overlay to within 100 meters on the map using grid coordinates or terrain features.

2. State the meaning of each graphical symbol.

TRAINING

1. Map overlays consist of the following:

a. Orientation. A means by which the overlay is positioned on a map.

b. Plotting of detail. Information pertaining to a specific mission or operation is shown using graphic symbols.

c. Marginal information. In one corner of the overlay (usually the lower right hand) the information needed to use the overlay can be found. This information includes the overlay title, date and time of information, map reference, who prepared the overlay, and any nonstandard graphical symbols used or other additional information.

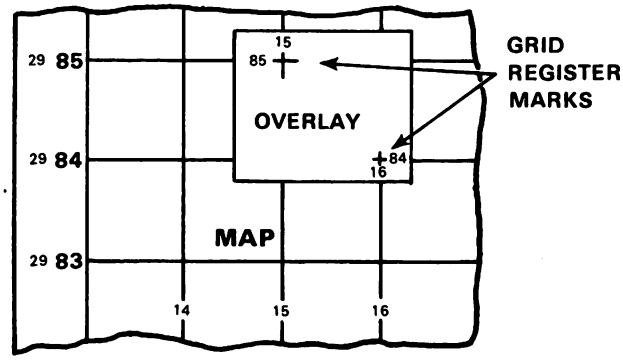

Figure 1. Registering the overlay.

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d. Classification. The security classification is entered at the top and bottom of the overlay. Make certain that you handle overlays as you would documents with similar classification.

2. To use a map overlay:

a. Obtain the map sheet(s) listed in the marginal information.

b. Locate the grid intersections on the map which correspond to the grid register marks located in opposite corners of the overlay.

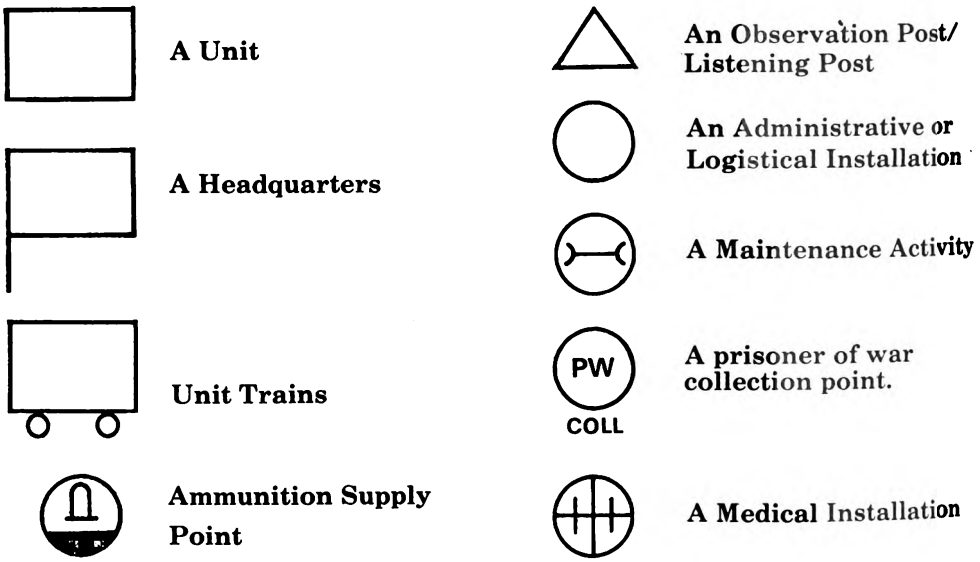
c. Place the overlay on the map so that the grid register marks fall exactly on top of the grid intersections (see figure 1).

d. Since the overlay material is semi-transparent you will be able to see the map through it. You can therefore, identify map locations (by coordinates or terrain features) to which the graphical information pertains.

e. Locate the points and areas identified on the ground.

f. Take action appropriate to the graphical information given.

(1) Basic Symbols



(2) Development of a unit symbol.

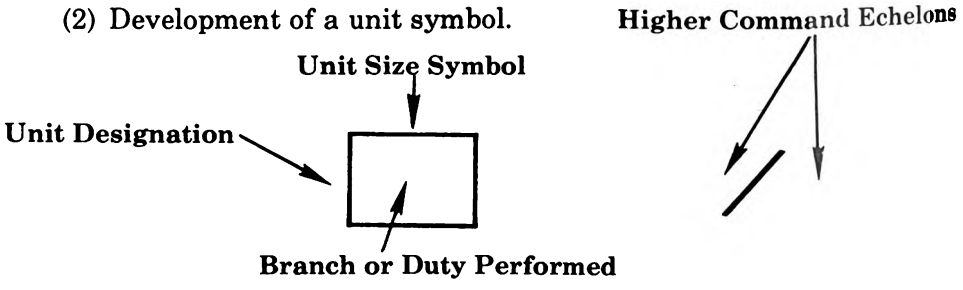


Figure 2.

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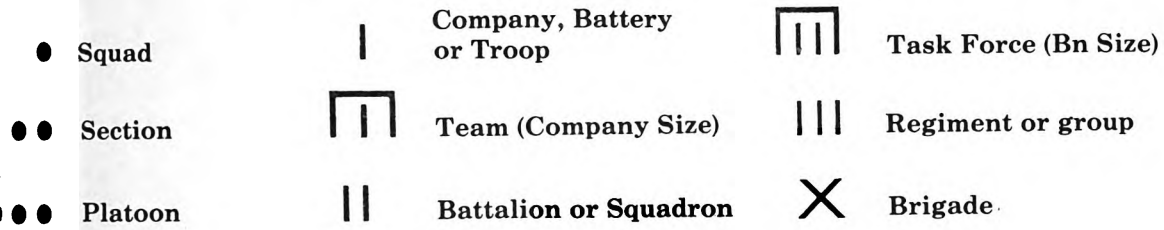
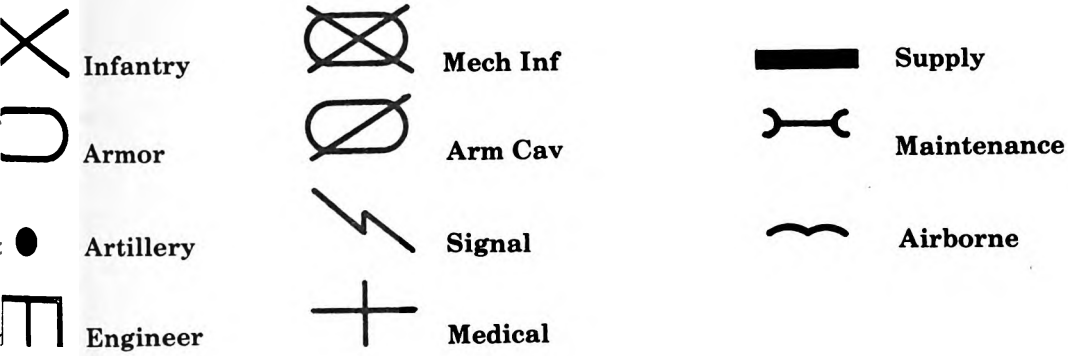
3. As a minimum you must be able to recognize the graphics in figure 2 without the aid of any references.

(3) Unit Size Symbols



(4) Branch Symbols



(5) Enemy units are depicted in RED or as double lines if a red color is not used.

(6) Proposed or future locations are depicted using broken lines.

(7) Tactical Control Measures.

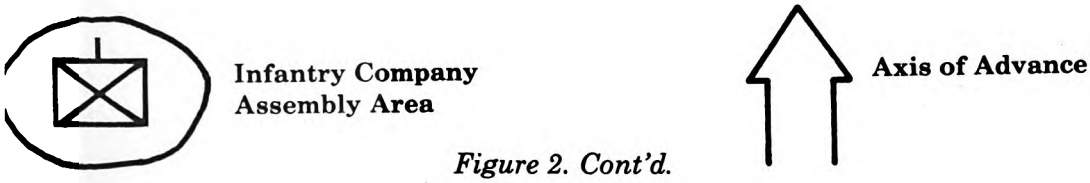


Figure 2. Cont'd.

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Tactical Control Measures, cont'd.

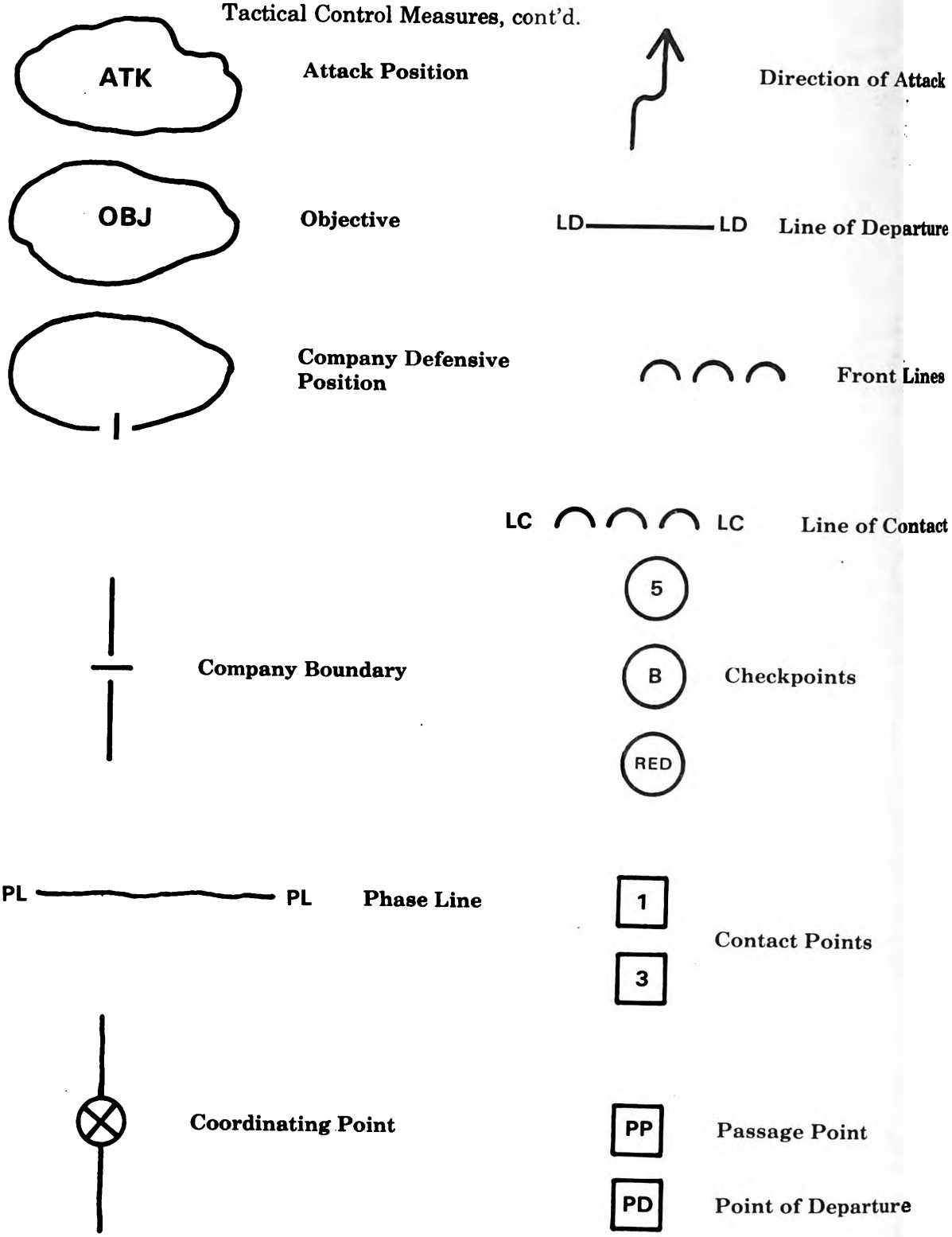

Figure 2. Cont'd.

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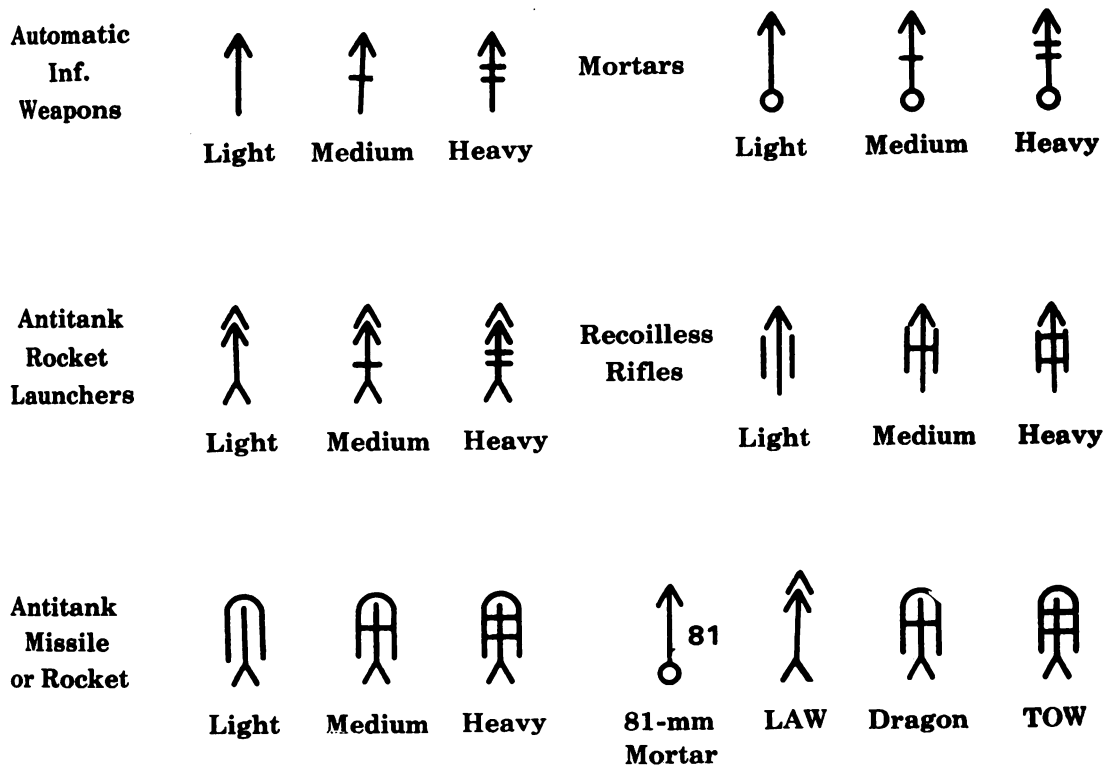
(8) Weapons Symbols



(9) Armored Vehicles

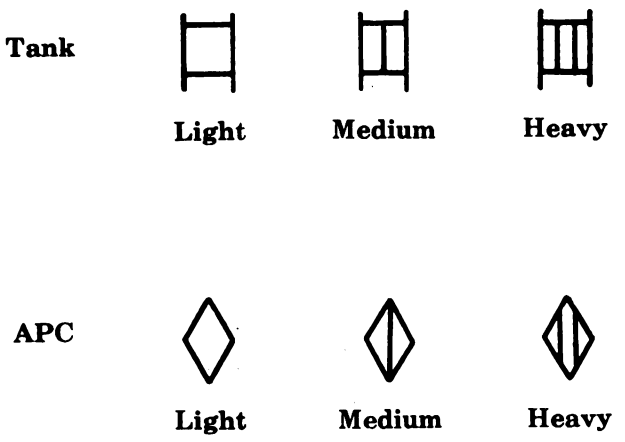


Figure 2. Cont'd.

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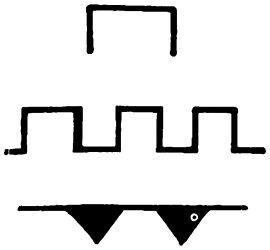
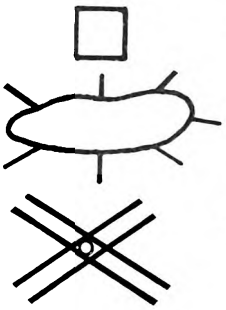
(10) Fortifications and Obstacles



Weapon Position
Foxhole

Trench System

Tank Ditch

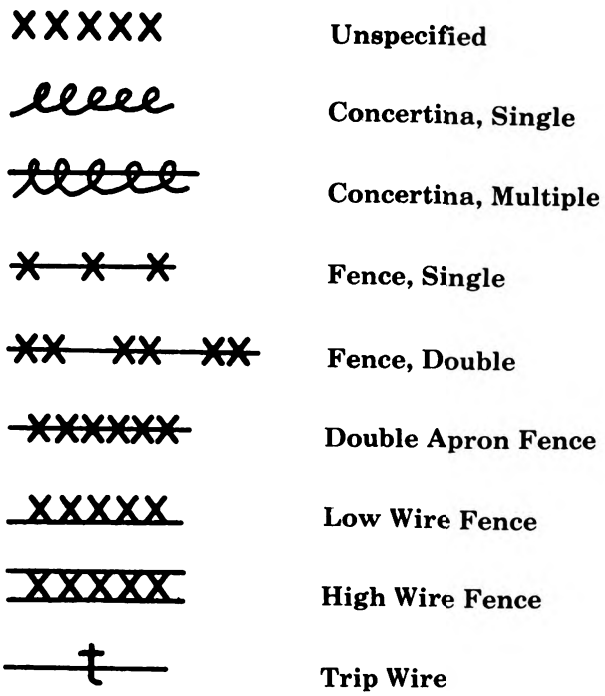


Pill Box or Casement

Strong Point

Completed Road Block

(11) Wire



Unspecified

Concertina, Single

Concertina, Multiple

Fence, Single

Fence, Double

Double Apron Fence

Low Wire Fence

High Wire Fence

Trip Wire

(12) Mines

Unknown

Antipersonnel

Antitank

Antitank, Boobytrapped

Boobytrap

Figure 2. Cont'd.

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(13) Indirect Fire Symbols

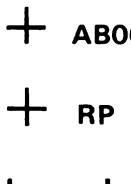

Figure 2. Cont'd.

TASK NUMBER: 071-11A-5525

REFERENCES:

FM 21-26, Map Reading
FM 21-30, Military Symbols

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TRAINING AND EVALUATION OUTLINE

TASK

PLAN AND CONDUCT A ROUTE RECONNAISSANCE MISSION

EVALUATION

CONDITIONS:

In a field environment, given a TOE scout platoon, a 1:50,000 map, and a mission to conduct a route reconnaissance.

STANDARDS:

Plan and conduct a route reconnaissance mission well enough to:

1. Properly organize the platoon to conduct the reconnaissance mission.

2. Use proper movement techniques appropriate for the likelihood of enemy contact.

3. Obtain necessary information concerning the route conditions, obstacles, critical terrain features, and the enemy along the assigned route.

4. Prepare a route reconnaissance checklist prior to the beginning of the mission.

TRAINING

1. **The Fundamentals of Reconnaissance.** Reconnaissance operations vary with the operational environment, the assigned mission, and the size, type, and composition of the reconnaissance element. Ground reconnaissance operations are performed in accordance with the following fundamentals:

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a. **Orient on the location or movement of the intelligence objectives.** Units engaged in reconnaissance operations maneuver according to the location or movement of the intelligence objective rather than the location or movement of friendly forces. The objective may be enemy troops, a terrain feature, or a locality. To effectively perform reconnaissance, commanders of reconnaissance elements are allowed maximum freedom of action commensurate with the mission.

b. **Report all information accurately.** Reconnaissance is conducted to obtain information to be used in the production of intelligence. All items of military significance are reported. Moreover, to be of value, reconnaissance reports must be complete, timely, and accurate.

c. **Avoid decisive engagement.** Units performing reconnaissance obtain information by stealth whenever possible; combat is conducted only when necessary to gain the desired information and in self-defense. The reconnaissance mission must not be jeopardized by unnecessary combat.

d. **Maintain contact with the enemy.** In the performance of a reconnaissance mission to obtain information of an enemy force, visual or electronic contact with the enemy is gained as soon as possible. Once contact has been made, it is maintained and is not voluntarily broken without proper authority. Contact may be maintained either by ground or aerial surveillance.

e. **Develop the situation.** When enemy contact is made or an obstacle is encountered, the situation is developed rapidly. To determine the location, composition, and disposition of the enemy force or obstacle, the following actions are taken on contact:

(1) Deploy and report.

(2) Reconnoiter.

(3) Choose a course of action.

(4) Report.

2. Route reconnaissance is directed in order to obtain information of the enemy, obstacles, including chemical or radiological contamination, route conditions, and critical terrain features along a specific route. The techniques employed and the requirements of route reconnaissance are less time consuming and are performed more rapidly than other types of reconnaissance.

3. Reconnaissance of Suspect Areas.

a. In reconnoitering areas along a route which are likely to be defended by enemy detachments such as bridge approaches, defiles, or built-up areas, reconnaissance should commence from the flanks or rear. Detailed observation precedes actual reconnaissance; and approach routes are checked for mines, boobytraps, and signs of ambush.

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b. When time is available, dismounted personnel are first sent forward covered by the remaining elements of the unit. The number of dismounted personnel depends upon the size of the objective and upon available approaches, cover, and concealment. If the dismounted patrols find that the near edge of the area is clear, the remainder of the unit moves quickly forward. The dismounted patrols then continue the reconnaissance, overwatched and followed closely by the remainder of the unit.

c. In conducting a mounted reconnaissance, part of the unit remains mounted and moves forward cautiously but rapidly, overwatched by the remaining mounted elements. If the near edge of the area is clear, the overwatching elements move forward quickly and the advance continues.

4. Reconnaissance by Fire.

a. Reconnaissance by fire is accomplished by firing on likely or suspected enemy positions in an attempt to remove camouflage and to cause the enemy to disclose his presence by movement or return fire. During reconnaissance by fire, positions being reconnoitered must be observed continuously so that enemy activity can be quickly and definitely located.

b. Reconnaissance by fire may be employed by route reconnaissance teams as a security measure when time is critical and the loss of surprise is not essential.

c. If the enemy returns the fire, the situation is further developed. If the fire is not returned, the reconnaissance continues. However, caution should be exercised, for reconnaissance by fire often fails to disclose the presence of a well-disciplined enemy.

5. Reconnaissance at Night. Route reconnaissance operations are slower and less effective at night. Night reconnaissance is limited usually to electronic surveillance devices, dismounted patrolling, observation of routes, and the use of listening posts. Only against light enemy resistance and upon favorable terrain can vehicular reconnaissance be employed without being preceded by dismounted patrols. Use of night vision devices are often helpful; and when employed, their use is integrated into the overall reconnaissance and security plan.

6. Types of Route Reconnaissance Missions.

a. **Hasty route reconnaissance** is conducted to determine the immediate military trafficability of a specified route. Such information is vital to all units engaged in planning and executing vehicular movement. It is limited to critical terrain data which is necessary for route classification and which meets the intelligence requirements of the situation. Full appreciation of a route's capability cannot be determined until each factor affecting traffic flow is separately analyzed. The report of hasty route reconnaissance usually consists of a map overlay supplemented by additional reports (dependent on the detail required) concerning various aspects of the terrain. The route reconnaissance overlay is accurate, clear, and concise. Standard topographic (FM 21-31), military (FM 21-30), and route reconnaissance symbols are employed to insure that route reconnaissance reports are universally understood.

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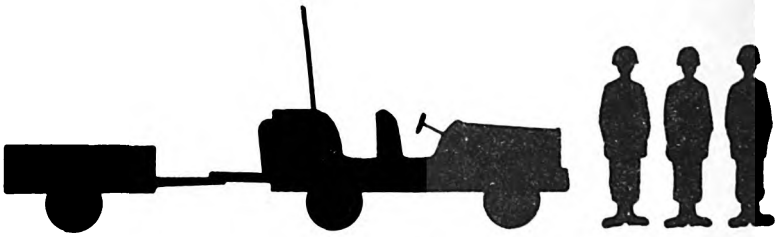
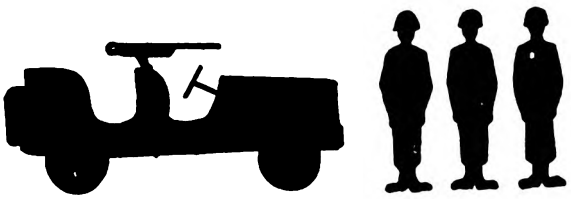
b. **Deliberate route reconnaissance** is made when sufficient time and qualified personnel are available. It provides necessary data for a thorough analysis and classification of significant terrain features along a route to include, when required, repair or demolition procedures. Deliberate reconnaissance reports differ from hasty reconnaissance reports only in the degree and completeness of reported information. Usually, an overlay is employed to point out the exact map location of each reconnoitered terrain feature. Inclosures are attached to the overlay which describe in detail each terrain feature covered by the report. The use of DA Reconnaissance Report forms as inclosures establishes a permanent record and insures that sufficient detail is included concerning important route characteristics.

7. Suggested organization and equipment for a route reconnaissance patrol are shown below:



PATROL LEADER
RADIO OPERATOR/RECORDER
DRIVER



ASSISTANT PATROL LEADER
MACHINE GUNNER/OBSERVER
DRIVER

Figure 1a. Suggested organization of a route reconnaissance patrol.

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Item	Quantity
Truck, utility, ¼ ton, 4x4	2
*Carrier, personnel, armored	2
Trailer, amphibious, cargo, ¼ ton	1
Machinegun, 7.62 mm	1
Pedestal, 7.62 mm machinegun mount	1
Launcher, grenade, 40 mm	1
Binocular 7x50	2
Goggles, sun, plastic	6
Radiacmeter, IM-93/UD	1
Radiacmeter, IM-174/PD	2
Detector kit, chemical agent, VGH, AN-M15A1A	1
Paper, chemical agent detector, VGH, ABC M8	1 bk
Wrist watch	2
Radio set AN/VRC-47, mounted in truck, ¼ ton	1
Radio set AN/PRC-25	1

Item	Quantity
Flashlight	4
Lensatic compass	2
Clinometer	1
Panel marking sets	2
Pioneer tools	1 set/vehicle
Towing chain	2
Material for marking fording and swimming sites	As required
Improvised means of measuring water depths	As required
Measuring tape	2
Three-man pneumatic reconnaissance boat	As required
Vehicular first aid kit	2
FM 5-34	1
Reconnaissance report forms and formats	As required
Adequate map and aerial photo coverage	As required
Tracing tape (tape, textile)	As required
Camera (polaroid)	1

*Desirable when operating in support of mechanized forces or in northern areas.

Figure 1b. Suggested items to accompany route reconnaissance patrol.

8. Route Reconnaissance Planning. Reconnaissance instructions must be as detailed as possible and include exactly what information is to be obtained, the time by which the information is to be reported, where the information is to be reported, where the information is to be sought, action to be taken upon enemy contact, and when the mission is to be executed. Essential details include:

a. Pertinent known information of the enemy, friendly troops, and the area of operations.

b. Proposed plans of higher commands, to include anticipated traffic flow along the route and types of vehicles to be employed.

c. Specific information desired.

d. Route or routes to be reconnoitered.

e. When, where, and how information is to be reported.

f. Time of departure.

g. Appropriate control measures.

h. Action to be taken when the mission is completed.

i. Special equipment requirements.

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9. Terrain Considerations. Factors of terrain which are important in route reconnaissance and require consideration, when applicable, are:

a. Existing routes and their physical characteristics.

b. Gradients and radii of curvature.

c. Bridges.

d. Vehicular fording, ferrying, and swimming sites.

e. Tunnels, underpasses, and similar obstructions to traffic flow.

f. Artificial obstacles such as areas of chemical, biological, and radiological contamination, roadblocks, craters, and minefields.

g. Rock falls and slide areas.

h. Drainage.

i. Other natural or manmade features, such as wooded and built-up areas, which may affect movement.

10. An example of a type route reconnaissance mission follows:

The scout platoon has been given the mission of conducting a route reconnaissance of Route Red. The battalion S2 had additionally indicated that enemy activity has been reported east of Phase Line Yellow and that the S2 desires reports on the route at each phase line (figures 2 through 5).

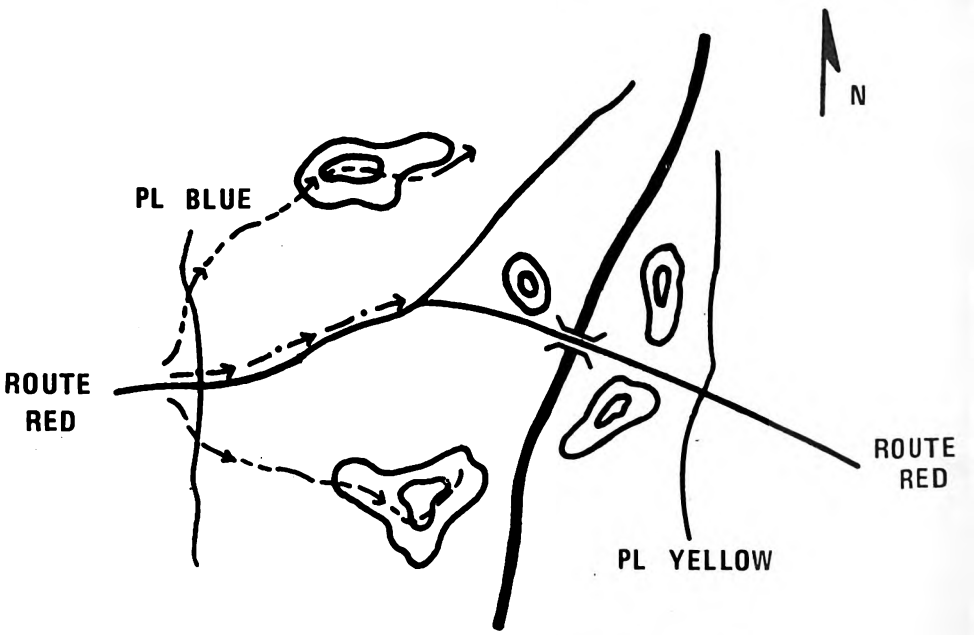

Figure 2. ROUTE RECONNAISSANCE

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Having arrived at PL Blue using the traveling technique of movement, the platoon leader now decides to employ the traveling overwatch technique. Because the trafficability through this area appears good, the platoon leader directs that one squad maneuver to each flank and use the traveling overwatch technique. These two squads will remain in visual contact with the platoon leader and will not extend beyond 500 meters from the route unless directed to do so by the platoon leader. This measure will facilitate the speed by which lateral routes and adjacent terrain can be checked as well as provide flank security for the platoon.

The lead squad moving along the route has encountered and reported a bridge to the platoon leader. This squad moves to a covered and concealed position where it can observe and cover the bridge and the commanding terrain on the other side of the river. This squad then begins a thorough visual reconnaissance of these areas. The platoon leader at the same time directs the two flank squads to continue moving until they are within the vicinity of the river and to reconnoiter. Moving into covered and concealed positions (following the appropriate ground reconnaissance) from which they can see the river, the vehicle commander and observers from each vehicle patrol as shown below, while the drivers man the machineguns. In order to not establish contact at more than one point, the northern-most squad will cross the river, patrol the far bank, and occupy the commanding terrain on the far side prior to the southern-most squad crossing the river.

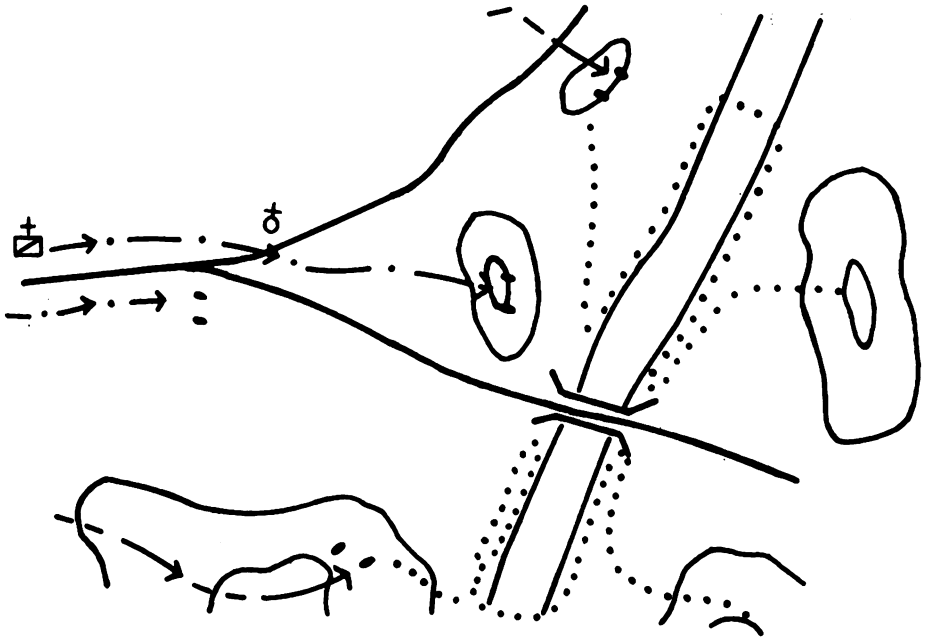

Figure 3. ROUTE RECONNAISSANCE (continued).

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Once both flank squads have secured the far terrain features, the bridge can be checked for mines or weakening by the enemy. The flank squad vehicles will then move across the bridge into covered and concealed positions behind the two hills.

As soon as the flank squads have cleared and secured the far side of the bridge, the platoon leader moves to the vicinity of the forward most squads and conducts a visual reconnaissance of the route ahead. The platoon leader also directs the platoon sergeant to move to the bridge and conduct an expedient bridge classification. The trail squad is directed to reconnoiter for possible bypasses up and down the river and determine their corresponding ford classifications. The squad overwatching the bridge will continue to provide rear security for the platoon's reconnaissance efforts and will become the trail squad once the platoon continues its route reconnaissance mission.

A possible unencoded spot report for the bridge might look like:

Line Alfa - Easy Rider 19
Line Bravo - Bridge Number Five
Line Charlie - FG097664, 1345 hours
Line Delta - Track classification - two way 40 - one way 75.
Line Echo - continuing mission.

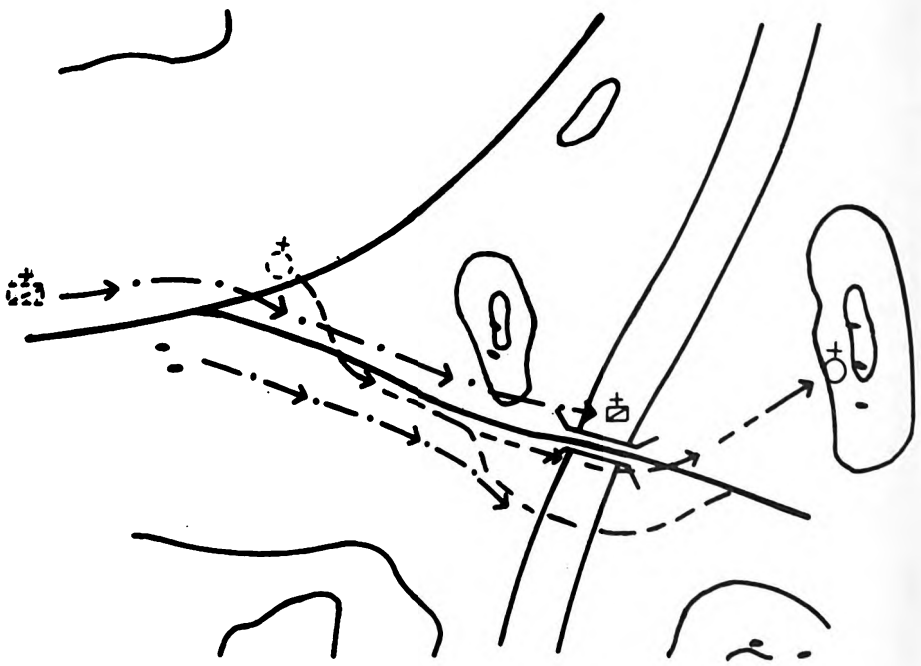

Figure 4. ROUTE RECONNAISSANCE (con't).

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Having arrived at Phase Line Yellow and having submitted the appropriate report to the battalion S2, the scout platoon leader now determines that enemy contact is expected. He therefore, directs the platoon to employ the bounding overwatch movement technique. After this visual reconnaissance has confirmed his previous map reconnaissance of the area immediately beyond PL Yellow, the platoon leader decides to employ his two sections abreast. The platoon leader will move with the northern-most scout section, while the platoon sergeant will travel with the other section. Because the trafficability north of Route Red is more restrictive than the area south of the route, the platoon leader has also decided that the section he is accompanying will also have responsibility of the roadway and its classification.

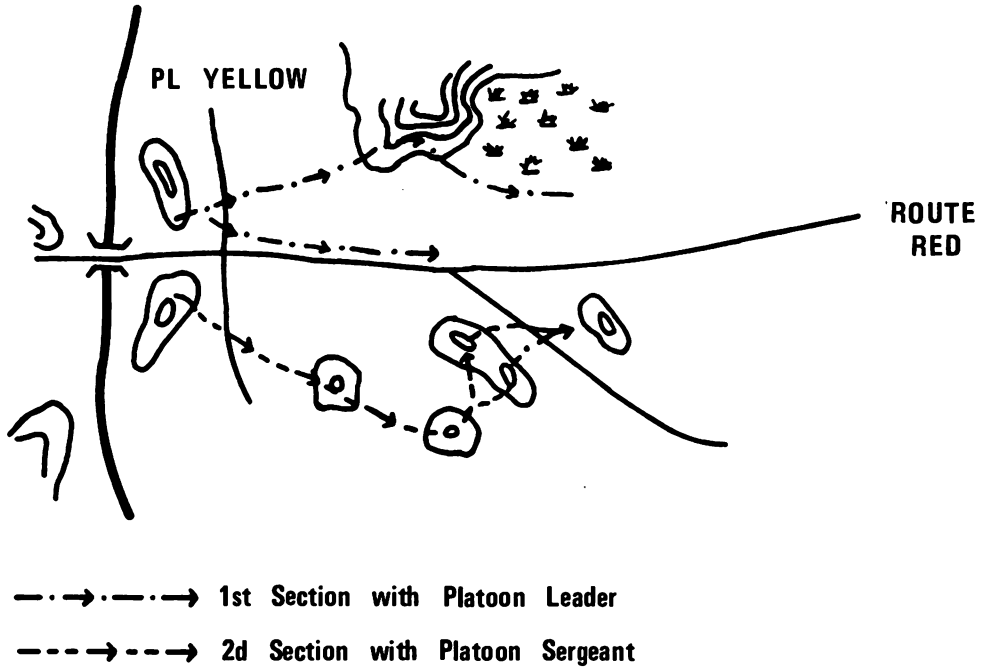

Figure 5. ROUTE RECONNAISSANCE (continued).

TASK NUMBER: 071-11B-8301

REFERENCE:

FM 5-36, Route Reconnaissance and Classification

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE A ROUTE RECONNAISSANCE OVERLAY.

EVALUATION

CONDITIONS:

Given map sheet(s); standard route reconnaissance and related symbols; overlay paper; measuring tape; lensatic compass; FM 21-30, Military Symbols; FM 21-31, Topographic Symbols; and FM 5-36, Route Reconnaissance and Classification.

STANDARDS:

Prepare a route reconnaissance overlay well enough to:

1. Report all the conditions affecting traffic flow along a specified route.

2. Report all items listed in the route reconnaissance checklist on the route reconnaissance overlay (figure 1).

TRAINING

1. **The route reconnaissance overlay is an accurate and concise report of the conditions affecting traffic flow along a specified route and is the preferred method of preparing a route reconnaissance report.** An overlay normally satisfies the requirements of hasty route reconnaissance. If, however, more detail is required to support the reconnaissance, the overlay is supplemented with written reports describing critical route characteristics in more detail. An example of a route reconnaissance overlay is shown in figure 1.

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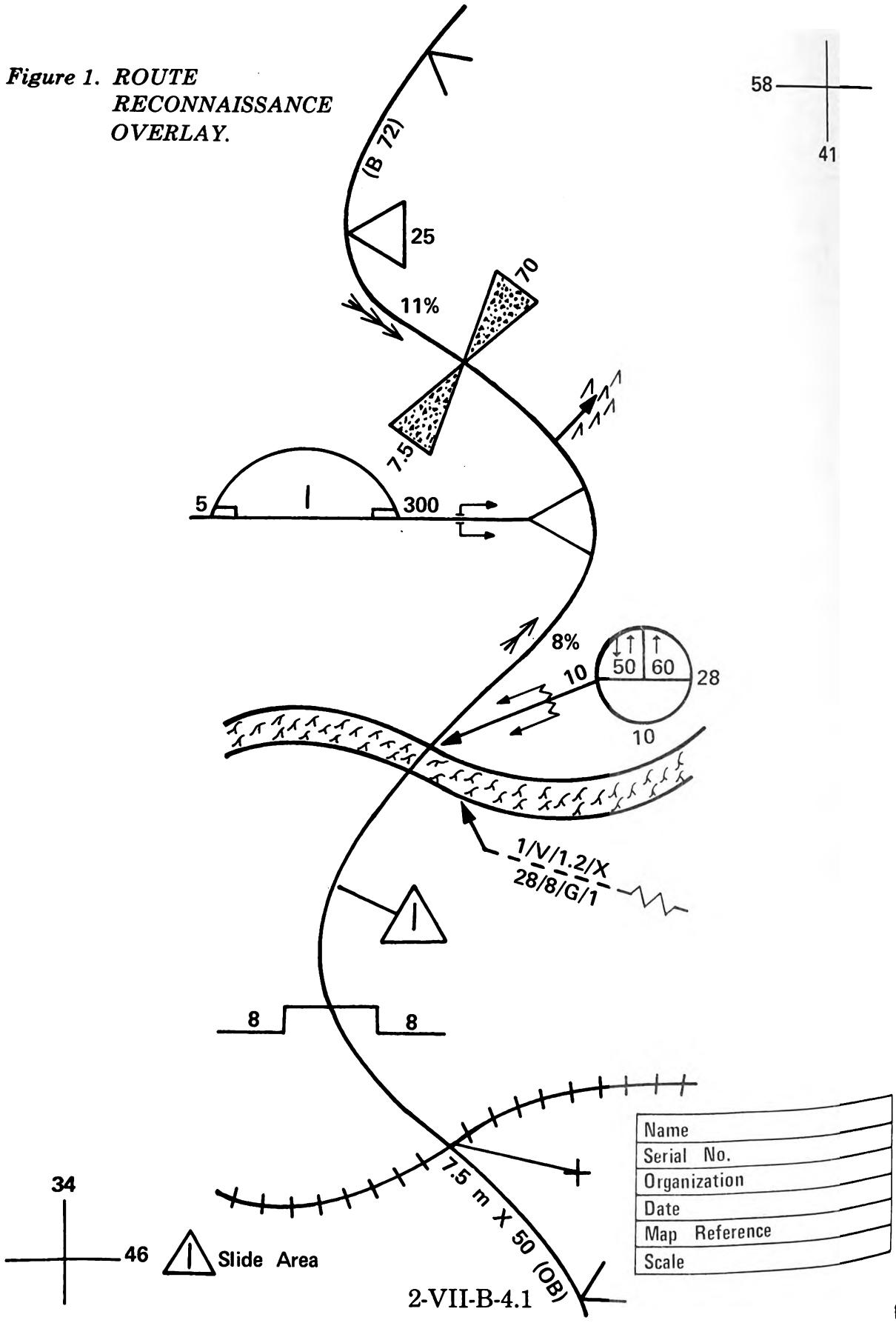
Figure 1. ROUTE RECONNAISSANCE OVERLAY.



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2. Route Reconnaissance Symbols. Table 1 provides a summary of standard route reconnaissance and related symbols.

3. Route Reconnaissance Checklist. To insure that critical terrain data during route reconnaissance are not overlooked and to aid in the preparation of reconnaissance reports, a checklist based on the characteristics of the area of operations is recommended. General items for consideration are:

a. Identification and location of the reconnoitered route.

b. Distances between points easily recognized both on the ground and map.

c. The percent of slope and length of grades which are 7 percent or greater.

d. Sharp curves whose radius of curvature is less than 30 meters (100 ft).

e. Bridge military load classification and limiting dimensions to include suitable bypasses.

f. Locations and limiting data of fords and ferries.

g. Route constrictions, such as underpasses, which are below minimum standard and, if appropriate, the distances such restrictions extend.

h. Locations and limiting dimensions of tunnels to include suitable bypasses.

i. Suitable areas for short halts and bivouacs which offer drive-off facilities, adequate dispersion, cover, and concealment.

j. Areas of rock falls and slides which may present a traffic hazard.

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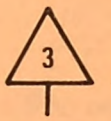
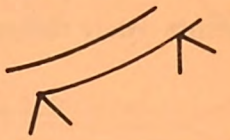
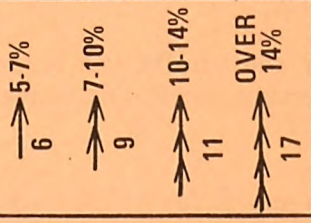
Serial No.	Explanation	Symbol	Remarks
1.	Civil or military route designation.		Designation written in parentheses along route.
2.	Critical point.		To be numbered and described in legend. Critical points may be used to point out features not adequately covered in other reconnaissance symbols.
3.	Limits of sector.		Limits of reconnoitered sector of route.
4.	Route classification formula.	a. 10.5m x 120 b. 6mZ 8 (OB) c. 9mY 20 (OB)(W)	Expressed in order of: width, type, military load classification, obstructions, if present, and regular flooding or snow blockage: X - all weather route Y - all weather route (limited traffic) Z - fair weather route (T) - regular snow blockage (W) - regular flooding (OB) - obstructions
			a. 10.5m X 120 -- all weather route, 10.5 meters wide, and a military load classification of 120. b. 6m Z 8 (OB) -- fair weather route, 6 meters wide, military load classification of 8, with obstruction. c. 9m Y 20 (OB) (W) - all-weather route (limited traffic), 9 meters wide, military load classification 20, with obstructions, and regular flooding.
5.	Grades		Arrows point in uphill direction; to the right of symbol is shown the actual percent of slope; length of arrow represents length of grade if map scale permits.

Table 1. STANDARD ROUTE RECONNAISSANCE SYMBOLS.

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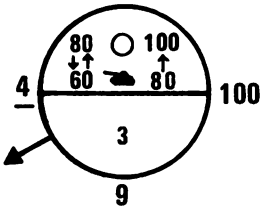
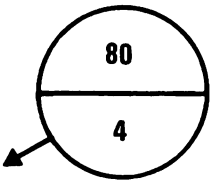
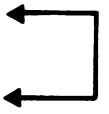
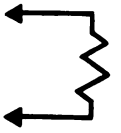
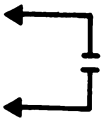
6.	Sharp curve.		Vertex of triangle points to map location of curve. Figure indicates radius in meters.
7.	Series of sharp curves.		Left figure indicates number of curves; right figure, the radius in meters of the sharpest curve.
8.	Full bridge symbol.		Arrow extends to map location of bridge; minimum width is placed below, overhead clearance to the left, and overall length to the right of basic symbol. Lower portion of symbol indicates bridge serial number; upper portion, military load classification data. Underlined values are those below minimum standard. All linear distances are in meters.
9.	Abbreviated bridge symbol.		Arrow extends to map location of bridge. Lower portion of symbol indicates bridge serial number; upper portion, military load classification. Class number must be underlined if width or overhead clearance is below minimum standard.
10.	Bypass easy		Used in conjunction with bridge and tunnel reconnaissance symbols.
11.	Bypass difficult.		Used in conjunction with bridge and tunnel reconnaissance symbols.
12.	Bypass impossible.		Used in conjunction with bridge and tunnel reconnaissance symbols.

Table 1. STANDARD ROUTE RECONNAISSANCE SYMBOLS Con't.

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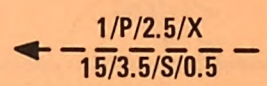
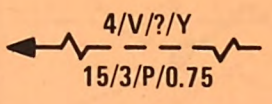
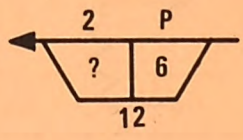
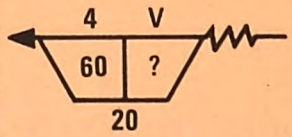
13.	Ford	 	Arrow extends to ford location. Data above the line expressed in order of serial number, ford type, stream velocity, in meters per second, and seasonal limitations. Data below the line expressed in order of length (meters), width (meters), bottom type, and depth (meters). Question marks indicate unknown information. Difficult approaches are represented by zigzag lines corresponding in position to shore where approach is located. **Ford Type** V - vehicular P - pedestrian **Seasonal Limiting Factors** X - none Y - significant **Bottom Type** M - Mud C - clay S - sand G - gravel R - rock P - artificial paving
14.	Ferry	 	Arrow extends to map location. Data above symbol is exressed in order of ferry serial number and ferry type. Data inside symbol is expressed in order of military load class of deck and dead weight capacity in tons; data below symbol is turn around time in minutes. Question mark indicates unknown information. Difficult approaches are represented by zigzag lines corresponding in position to shore where approach is located. **Ferry Type** V - vehicular P - pedestrian

Table 1. STANDARD ROUTE RECONNAISSANCE SYMBOLS Con't.

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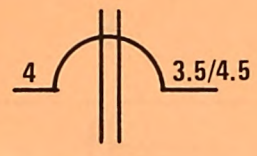
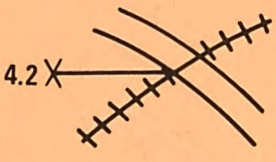
15.	Width constriction		Route constriction. The figure to the left indicates the width of the constriction; that to the right the total constricted length; both dimensions are in meters.
16.	Arch underpass constriction.		Width to left of symbol, overhead clearance to the right, both in meters. Both minimum and maximum overhead clearances, if different, will be given.
17.	Rectangular underpass constriction with sidewalks.		Width of traveled way followed by total width including sidewalk to left of symbol, overhead clearance to right, dimensions in meters.
18.	Tunnel with sidewalks.		Arrow extends to map location. Serial number is placed inside the symbol. The width of the traveled way followed by total width including sidewalks (in meters) is placed below the symbol. Overhead clearance is placed to the left of the symbol and total tunnel length to the right, both in meters. A question mark represents unknown information. Bypasses are shown by standard symbol notations.
19.	Railroad grade crossing.		Level crossing; passing trains will interrupt traffic flow. The figure indicates height, in meters of power line (if any) above the ground.
20.	Concealment		Road lined with trees; deciduous trees (left) and evergreen (right).

Table 1. STANDARD ROUTE RECONNAISSANCE SYMBOLS Con't.

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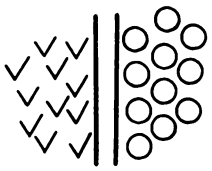
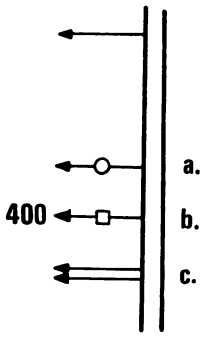
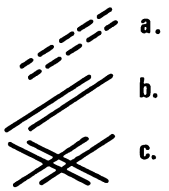
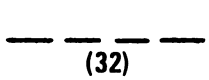
21.	Concealment		Woods bordering road; deciduous trees (left), evergreen trees (right).
22.	Possibility of driving off road. The symbol may be amplified as follows: a. Wheeled vehicle b. Tracked vehicle c. A length of road exceeding 1 km where driving off is possible.		Arrow indicates direction of turnoff. The figure indicates the length in meters of the turnoff.
23.	Roadblock, craters, and blown bridges. a. Proposed b. Prepared but passable. c. Completed.		Center of the symbol indicates position of block.
24.	Lateral route		Part of a military road maneuver network which runs generally parallel to the FEBA and leads into or across axial routes. It is identified by an even number and is depicted by a broken line.

Table 1. STANDARD ROUTE RECONNAISSANCE SYMBOLS Con't.

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25.	Axial route	(57)	Part of a military road maneuver network which leads to and runs generally perpendicular to the FEBA. It is identified by an odd number and is depicted by a solid line.
26.	Unknown or doubtful information.	?	
27.	Parking area.		
28.	Traffic control post.	3 XX 4 X	Traffic control post no. 3 traffic control post, 4th Infantry Division.

Table 1. STANDARD ROUTE RECONNAISSANCE SYMBOLS Con't.

TASK NUMBER: 071-11B-8302

REFERENCES:

FM 5-36, Route Reconnaissance and Classification
FM 21-30, Military Symbols
FM 21-31, Topographic Symbols

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE A BRIDGE RECONNAISSANCE REPORT

EVALUATION

CONDITIONS:

Given map sheet(s), DA Form 1249 (Bridge Reconnaissance Report), and FM 5-36, Route Reconnaissance and Classification.

STANDARDS:

Prepare a bridge reconnaissance report well enough to:

1. Properly complete DA Form 1249 (Bridge Reconnaissance Report).

2. Insure sufficient detail is included in the report to provide all information required by the commander assigning the mission.

TRAINING

1. The purpose of bridge reconnaissance is to collect bridge data necessary to support operational planning and movement. There are two methods of bridge reconnaissance:

a. Hasty Bridge Reconnaissance. Hasty reconnaissance is performed to acquire limited bridge information necessary to determine the suitability of a bridge for immediate tactical use.

b. Deliberate Bridge Reconnaissance. Deliberate reconnaissance, on the other hand, is conducted when sufficient time and qualified personnel are available to consider all aspects of a bridge required for thorough structural analysis. This analysis may be required for the purpose of repairs, demolition, or military load classification.

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2. Elements of Bridge Information. Bridge information is presented in bridge reconnaissance report format. Not every element is necessarily investigated in every reconnaissance. The elements to be reported are dictated by the nature of the reconnaissance mission. For example, a reconnaissance performed for bridge demolition may disregard elements such as load class and overhead clearance.

3. Bridge Reconnaissance Report Form DA Form 1249 (Bridge Reconnaissance Report) supplements the route reconnaissance overlay. The instructions for making the reconnaissance guide the reconnaissance party in the amount of detail required. Short forms or bridge information tables may be designed and produced by the unit making the reconnaissance when DA forms are not available. Elements of bridge information are recorded, as required, in the columns of the Bridge Reconnaissance Report (figure 1) as follows (all dimensions are in meters):

a. Column 1. The assigned serial number of the bridge is entered. This number corresponds to the serial number used in the bridge symbol of the route reconnaissance overlay.

b. Column 2. Bridge location is reported by means of UTM grid coordinates.

c. Column 3. Horizontal clearance is the clear distance between the inside edges of the bridge structure measured at a height of 30 centimeters (12 inches) above the surface of the traveled way and upwards. Any horizontal clearance less than the minimum required for the roadway width of the bridge as shown in table 1 is underlined. Unlimited Horizontal clearance is indicated by the symbol for infinity (∞).

Bridge Classification	Minimum Width Between Curbs*	
	One Lane	Two Lane
4-12	2.75 meters (9'-0")	5.50 meters (18'-0")
13-30	3.35 meters (11'-0")	5.50 meters (18'-0")
31-60	4.00 meters (13'-2")	7.30 meters (24'-0")
61-100	4.50 meters (14'-9")	8.20 meters (27'-0")

**Note:* A minimum of 25 cm (10") between the inner edge of the bridge structure and the inner edge of the curb is required 30 cm (12") above the curbs for all classifications.

TABLE 1 - Minimum Lane Widths.

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BRIDGE RECONNAISSANCE REPORT
For use of this form, see FM 5-36; the proponent agency is TRADOC.

DATE: 1 JUN 1964 | SIGNATURE: John H. Doe 1st. Lt. CE

TO: (Headquarters ordering reconnaissance) S2; 185th ENGR BN (21st INF DIV) XCOMMANDING OFFICER, ATTN:

FROM: (Name, grade, and unit of officer or NCO making reconnaissance) John H. Doe 1/Lt Co A 21st ENGR BN

MAPS (Country, scale and sheet number or name) Virginia, Anandale, 1:25,000; Sheet 5561

DATE/TIME GROUP (Of signature) Ø ØØ116 3ØR

ESSENTIAL BRIDGE INFORMATION

1 SERIAL NO.	2 LOCATION	CLEARANCE 3 HORIZONTAL	CLEARANCE 4 UNDER-BRIDGE	SPANS 5 NUMBER	SPANS 6 TYPE OF CONSTRUCTION	SPANS 7 TYPE OF CONSTRUCTION MATERIAL	SPANS 8 LENGTH AND CONDITION	ADDITIONAL BRIDGE INFORMATION (Add columns as needed) (Military load class, overall length, roadway width, vertical clearance, bridge by-pass)
1	LAØ72687	00	2		3	h	4.8W	
2	LAØ72997	9.5	6.5		4	K	4'	
					1	2	16W#	
					4	K	4W	
3	LA165650	00	23	5	3	2K	25	
4	LA 156643	10.5	8.5	3	6	K	1Ø	
				2	2	2	2ØW	
				3	6	K	1Ø	

DA FORM 1 JUL 80 1249 PREVIOUS EDITION OF THIS FORM IS OBSOLETE.

Figure 1. EXAMPLE BRIDGE RECONNAISSANCE REPORT FORM.

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d. Column 4. Underbridge clearance is the minimum clear distance between the underside of the bridge and the surface of the ground or water at mean level. Mean water level can be determined from gaging station records, observation of high and low water marks, or information gained from local inhabitants.

e. Column 5. The number of identical spans (spans of the same type, material of construction, length, and condition) is listed in this column. Where only one span is described the number need not be given. Spans are listed in sequence starting from the west. In those cases where the orientation of the bridge is due north and south, or so close to north and south as to create uncertainty as to which is the most westerly span, the abbreviation for north (N) is inserted in column 5 preceding the number of spans; and the spans are listed in sequence starting from the north.

f. Column 6. The type of span construction is recorded by applicable number symbol (table 2). Examples of the different types of spans are shown in figure 2.

Type of Span Construction	Number Symbol
Truss	1
Girder	2
Beam	3
Slab	4
Arch (closed spandrel)	5
Arch (open spandrel)	6
Suspension	7
Floating	8
Swing	9
Bascule	10
Vertical lift	11
Other (to be specified by name)	12

TABLE 2 - Span Type.

g. Column 7. The construction material of each span is recorded by letter symbol (table 3).

Material of Span Construction	Letter Symbol
Steel or other metal	a
Concrete	k
Reinforced concrete	ak
Prestressed concrete	kk
Stone or brick	p
Wood	h
Other (to be specified by name)	o

TABLE 3 - Construction Material.

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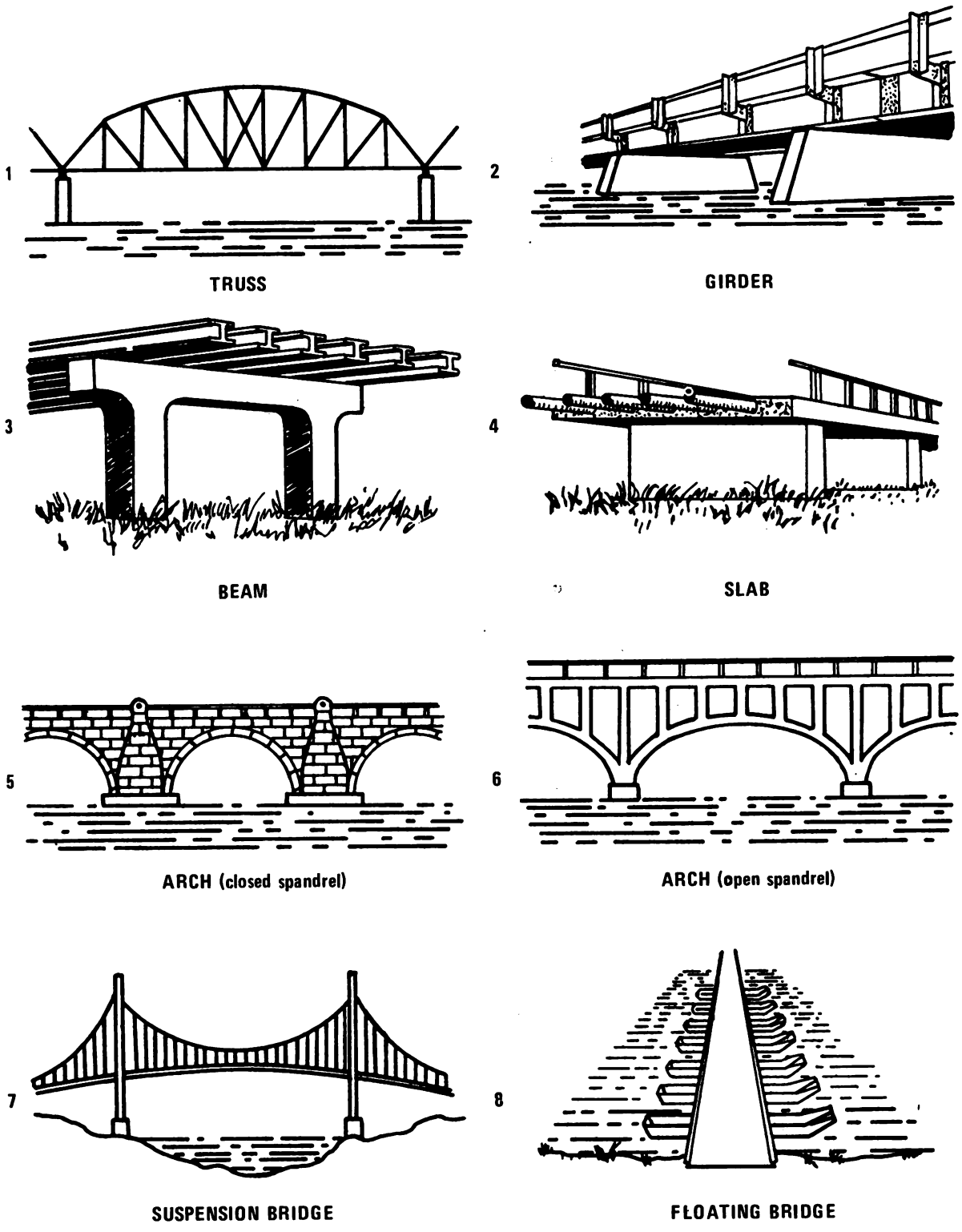

Figure 2. Typical Bridge Spans.

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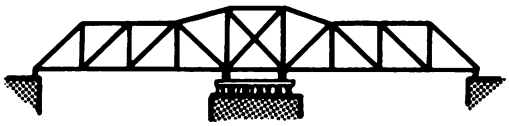
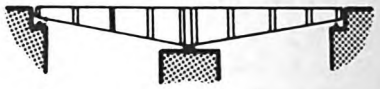
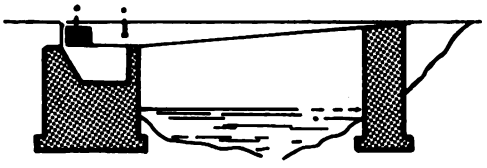
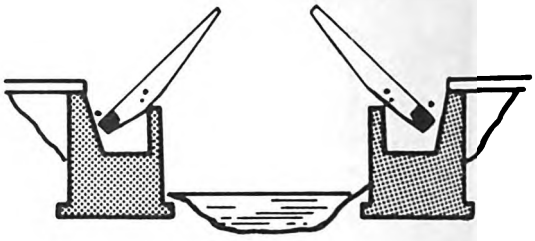




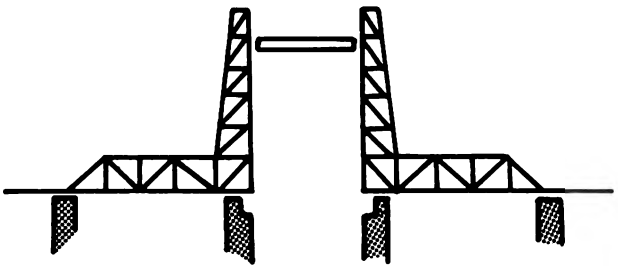
SWING BRIDGES
- **a.** trunnion
- **b.** counterweight



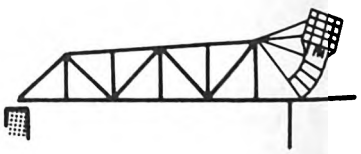
SINGLE LEAF TRUNNION TYPE BASCULE BRIDGE



DOUBLE LEAF TRUNNION TYPE BASCULE BRIDGE



VERTICAL LIFT BRIDGE



ROLLING LIFT TYPE BASCULE BRIDGE

***Figure 2. Typical** Bridge Spans (con't).*

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h. Column 8. Span length is recorded. This is the center-to-center distance between bearings (rollers, pins or pivot points which support the span). Hence, the sum of the span lengths may not equal the overall length.

The following special information is also recorded:

(1) Spans which are not usable because of damage or destruction are indicated by the symbol # placed after the dimension of the span length.

(2) Spans which are over water are indicated by placing the letter "W" after the dimension of the span length.

i. Additional Information. When the abbreviated bridge symbol is used, or when the reconnaissance mission requires it, columns are added to give the following elements of bridge information (figure 3).

(1) Military load class.

(2) Overall length.

(3) Roadway width.

(4) Overhead clearance (table 4).

(5) Bypass possibilities. Specify "easy", "difficult", or "impossible."

(6) Remarks. Included in this column are further important details of the bridge, such as damage, preparation for demolition, effort to repair, and elaboration of information given under other column headings.

Bridge Classification	Minimum Overhead Clearance
Up to 70	4.30 meters (14 ft-0 in.)
Above 70	4.70 meters (15 ft-6 in.)

TABLE 4 - Minimum Overhead Clearance.

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BRIDGE RECONNAISSANCE REPORT
For use of this form, see FM 5-36; the proponent agency is TRADOC.

DATE: 1 Jun 1964

SIGNATURE: John H. Doe

TO: (Headquarters ordering reconnaissance): S2 21ST ENGR BN (21ST INF DIV)

FROM: (Name, grade, and unit of officer or NCO making reconnaissance): John H. Doe 1st Lt. Co A 21st ENGR BN

MAPS (Country, scale and sheet number or name): Virginia, Anandale, 1:25000; Sheet 5561

DATE/TIME GROUP (Of signature): 011900Z

ESSENTIAL BRIDGE INFORMATION

ADDITIONAL BRIDGE INFORMATION (Add columns as needed)
(Military load class, overall length, roadway width, vertical clearance, bridge by-pass)

1 SERIAL NO.	2 LOCATION	CLEARANCE 3 HORIZONTAL	CLEARANCE 4 UNDER-BRIDGE	SPANS 5 NUMBER	SPANS 6 TYPE OF CONSTRUCTION	SPANS 7 TYPE OF CONSTRUCTION MATERIAL	SPANS 8 LENGTH AND CONDITION	9 Military Load Classification	10 OVERALL LENGTH	11 TRAVELED WIDTH	12 OVERHEAD CLEARANCE	13 By-pass Possibilities	14 Remarks
1	LA 072687	00	2	1	3	h	48w	30	49	35	00	Easy	None
2	LA118759	9.5	6.5		4	K	4	40 50	25	7.5	4	Difficult	None
					1	a	16 w#						
					4	K	4w						
3	LA165650	00	23	5	3	2K	25	80 60	126	8.5	00	Impossible	None
4	LA156643	10.5	8.5	3	6	K	10	80 100 60 80	100	10	10.5	Impossible	None
				2	2	a	20w						
				3	6	K	10						

DA FORM 1249 PREVIOUS EDITION OF THIS FORM IS OBSOLETE.

Figure 3. Example Recon Report with Additional Information Added.

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j. Railway Bridges. Details of railway bridges may be included in the reconnaissance report form. The letters "RL" are added after the serial number in column 1. Details of the work required to convert the bridge to use by road vehicles are listed under "Remarks."

k. Unknown Information. Any item of information which is unknown or undetermined is represented by a question mark (?) in the appropriate column of the report.

4. Bridge Sketches. Sketches on the back of DA Form 1249 depict as much information as necessary (figure 4). Minimum required detail is as follows:

a. A side elevation which shows the general features of the bridge including the number of spans, piers, and abutments and their type and material of construction. Critical dimensions such as span length, height above stream bed, water level, and panel length are also noted. A cross section of the obstacle (e.g., stream or gorge) may also be included in the sketch.

b. The critical span (the span with the least load-carrying capacity) which is sketched in cross section shows sufficient details of construction upon which to base computation of the military load classification and to ascertain maintenance, reinforcement, and demolition requirements. Such items as width of span, type and materials of construction, and structural design are included. Table 5 outlines the required dimension measurements for each of the seven basic types of spans.

c. Cross sections of critical members which are sketched in sufficient detail to provide a basis for calculating the strength of individual members.

d. The site plan sketch which shows the location of the bridge; the alinement of the bridge relative to approaches; the gap or obstacle spanned; the location of unusual features such as damage or obstructions; the classification, dimensions, and gradient of approaches; the direction of flow of the stream; and sufficient topographical detail of the barrier to indicate possible fording sites.

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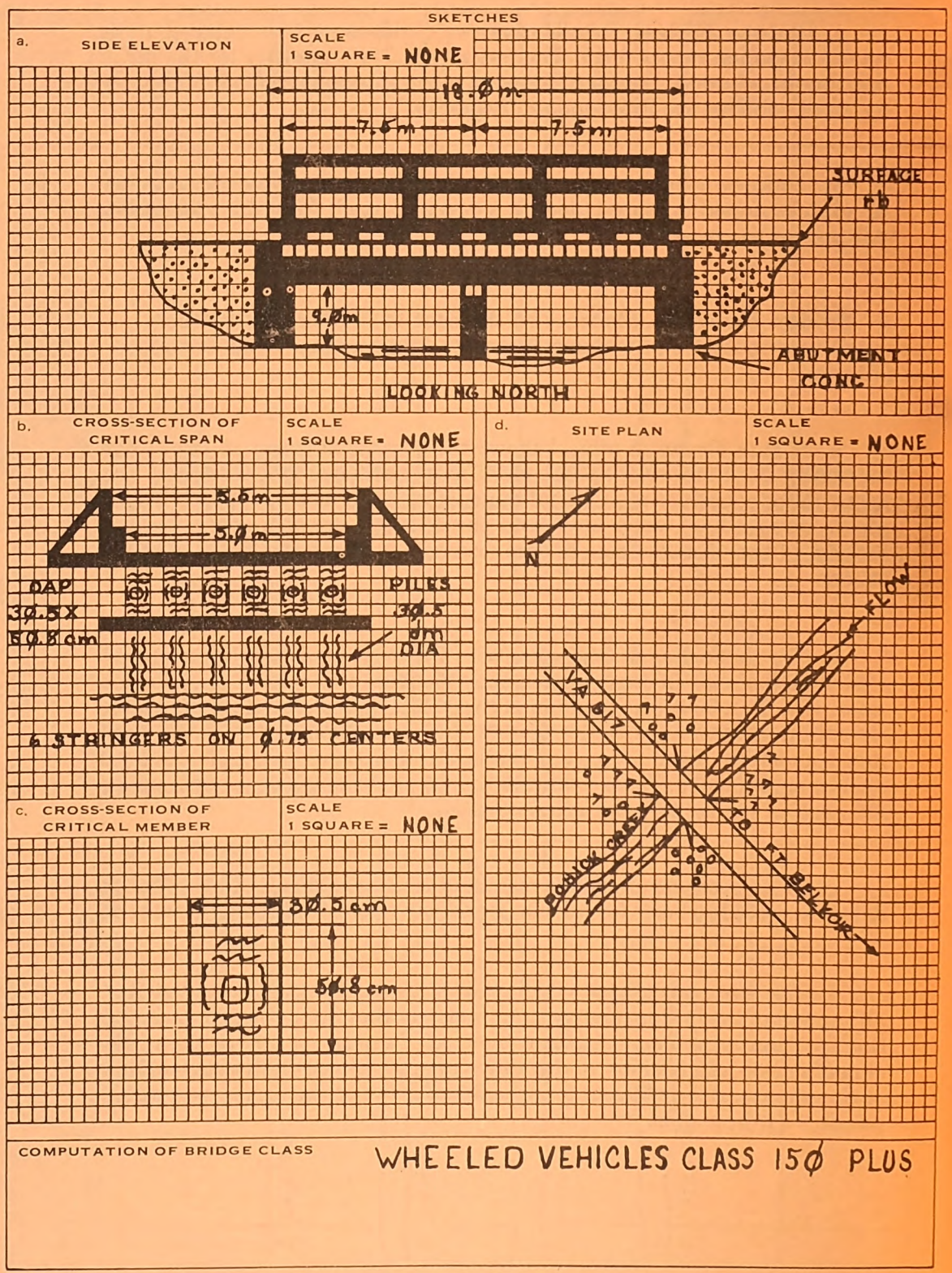

figure 4. Example of a Bridge Sketch.

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Number in figure	Dimension data	Basic type of bridge						
		Simple stringer	Slab	T-beam	Truss	Girder	Arch	Suspension
1	Overall length	X	X	X	X	X	X	X
2	Number of spans	X	X	X	X	X	X	X
2	Length of spans	X	X	X	X	X	X	X
2a	Panel length				X			X
3	Height above streambed	X	X	X	X	X	X	X
3a	Height above estimated normal water level	X	X	X	X	X	X	X
4	Traveled way width	X	X	X	X	X	X	X
5	Overhead clearance				X			X
6	Horizontal clearance	X	X	X	X	X	X	X

TABLE 5 - General Dimension Data Required for Each of the Seven Basic Types of Bridges.

TASK NUMBER: 071-11B-8303

REFERENCE:

FM 5-36, Route Reconnaissance and Classification.

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TRAINING AND EVALUATION OUTLINE

TASK

PLAN AND CONDUCT AN AREA RECONNAISSANCE MISSION

EVALUATION

CONDITIONS:

In a field environment, given a rifle platoon or a scout platoon, a 1:50,000 map, and a mission to conduct an area reconnaissance within a specified time and specified area on the map.

STANDARDS:

Plan an d conduct an area reconnaissance well enough to:

1. Organize the platoon into the command, reconnaissance, and security elements necessary to accomplish the mission.

2. Employ one of the three techniques of area reconnaissance (fan, box, or successive sectors).

3. Obtain and report information about the terrain and/or enemy within the specified area.

4. Infiltrate and exfiltrate the target area without being detected by the enemy.

TRAINING

1. Estimate of the Situation: Upon receipt of the reconnaissance mission, you must develop an estimate of the situation. This estimate is based on all current intelligence available about the enemy in the vicinity of the target area, and on the capabilities of your unit. While you are planning for the mission, your unit is engaged in normal preparation for the mission. Tailor your orgazination to best support the mission. The size of the recon element will normally be no larger than a squad.

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2. Planning Details: The overall plan is developed with a consideration of the following factors:

a. Intelligence: All recon operations must be based on the best information available as to actual conditions in the objective area.

b. Deceptive Measures: Success of reconnaissance operations will be determined, to a large extent, on deception measures and on undetected infiltration and exfiltration.

c. Use the Smallest Unit Possible to Accomplish the Mission: This decreases the possibility of enemy detection. While only a small element may do the actual reconnoitering, the parent unit must be large enough to provide security or support to the subordinate reconnaissance unit if it becomes detected or engaged by an enemy force.

d. Remain Undetected: The unit maximizes stealth, camouflage, concealment, and sound and light discipline while taking advantage of periods of limited visibility to avoid contact and to get near or on the objective.

e. Use STANO Devices: The unit makes maximum use of STANO devices to enhance its ability to move and to gain information about the enemy. Based on intelligence reports, however, consideration must be given to the enemy's detection devices. When detection devices are available to the enemy, passive devices should be used to decrease the probability of enemy detection.

f. Rehearsals: After all intelligence has been analyzed, the plan developed, special items of equipment procured and issued, and the troops briefed, the unit then rehearses the plan. The rehearsal is a key factor that enhances the probability of success of the operation. Rehearsals are as detailed as time will allow and include dry runs, full dress rehearsals, and brief backs with appropriate repetition to insure clear understanding of the plan. Throughout the rehearsals, contingency plans are also rehearsed where applicable; as a minimum, these plans must be briefed back by the recon members to insure they are understood.

g. Minimize Audio and Electronic Communications: Constraints on communication depend upon enemy detection capabilities and upon the time-sensitive nature of the information obtained about the enemy. There may be instances where the importance of the information may require an immediate report that could threaten the unit's existence. Often, a one-time radio contact during the mission is necessary.

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h. Inspections: The planning phase of the operation will include at least one inspection of all members of the reconnaissance force to include their equipment. Only essential equipment identified by the platoon leader as required for mission accomplishment will be carried. Special equipment must be closely inspected and safeguarded to insure its functioning during the mission. Personnel and equipment assigned to augment the unit must also be carefully inspected and monitored prior to and during the operation. Any shortcoming found in personnel or equipment is corrected before the operation begins. Thorough inspections and supervision of personnel and equipment prior to the operation reduce the probabilities of compromise or failure.

3. Regardless of the type of reconnaissance, units are normally assigned one of the three subordinate missions: Command and control, reconnaissance of the objective, or security of the force.

a. Command and Control: The commander of the unit conducting a reconnaissance normally will require a small command group to assist in communicating with higher headquarters, subordinate elements, and supporting forces; to coordinate and control supporting elements, fire support, and air or water transport; and to assist in providing logistical support for the operation. For small size operations, this group may consist of only the commander and a radio operator. For larger operations, the commander may require intelligence, logistics, and fire support elements, with adequate communication personnel for sustained 24-hour operations. The command group is always kept as small as possible.

b. Reconnaissance of the Objective: The element with the recon mission approaches the target by stealth and concealment. All plans and applicable contingencies are conducted with the major effort made toward acquiring the information required while at the same time remaining undetected. The recon element must skillfully avoid all known and discovered enemy sensing devices; therefore, patience becomes of the utmost importance. Passive STANO devices will be used to observe activities at the objective. Information received about the target may be transmitted (back to the appropriate headquarters by electronic means) as it is observed, or the recon personnel may withdraw from the target and disseminate it by other means. The reconnaissance site should be sterilized prior to withdrawal. Withdrawal from the area must be as skillful, patient, and precise as was the movement into it.

c. Security of the Force: The element(s) with this mission must provide the commander sufficient warning of the location and movement of enemy forces to permit the force to take evasive action, or when this is not possible, provide covering fires to permit withdrawal of the reconnaissance element. Only by timely warning and accurate information can the commander be given the time and space to react, or if the reconnaissance element is detected, provide it with sufficient overwatching suppressive fires or time to evade and permit its safe withdrawal.

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4. In an area reconnaissance, the platoon is tasked to obtain information about the terrain and/or enemy within a clearly defined locality. The techniques presented below can be utilized regardless of the nature of the intelligence objective. The major differences would result basically from the movement techniques involved.

Once given an area reconnaissance mission, the platoon will move to the designated area in the shortest possible time. This normally involves traveling along existing road networks, and, of course, employing the appropriate movement techniques. During this movement to an area, unless otherwise ordered, the platoon should report and bypass enemy opposition.

The choice of the techniques depicted below should be based on the distribution of intelligence objectives within the area and the time allocated for their reconnaissance. Objective rallying points (ORP) and rendezvous points are used to facilitate control.

5. The Fan Technique: The fan technique is a simple area reconnaissance in which one ORP is established. Usually the ORP is situated in the center of the area of operations to capitalize on control, organic or attached support, and use of available time. Reconnaissance elements depart from the ORP, recon their areas of responsibility, and return. When using two or more reconnaissance elements at one time, it is imperative that all elements have close coordination prior to departure from the ORP. One definite advantage is that the fan technique provides the opportunity to recon a smaller area more thoroughly in a short period of time.

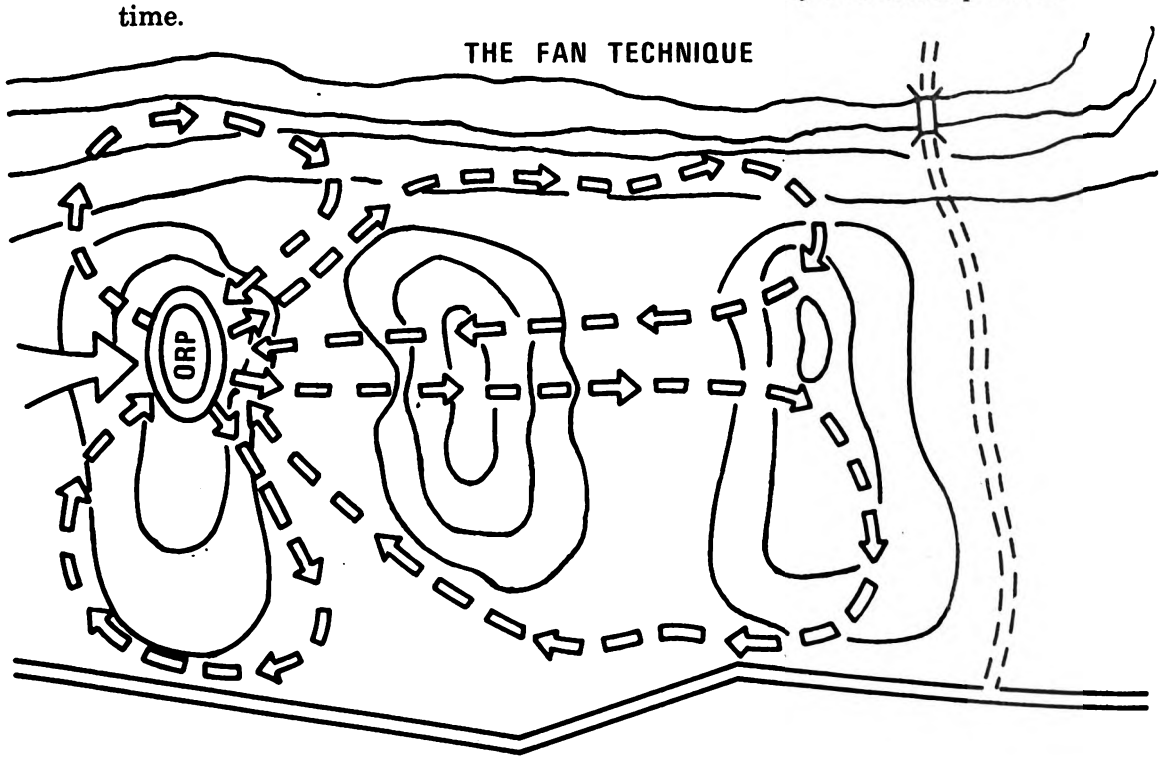

Figure 1.

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6. The Box Technique: Using the box technique of area reconnaissance, the platoon leader likewise subdivides his area of responsibility to his subordinates. Detailed instructions must be understood by subordinate elements as to their assigned routes, limiting boundaries, and any further details specifically requested by higher headquarters.

In the box technique we capitalize on speed but minimize our chances of obtaining complete detailed information.

THE BOX TECHNIQUE

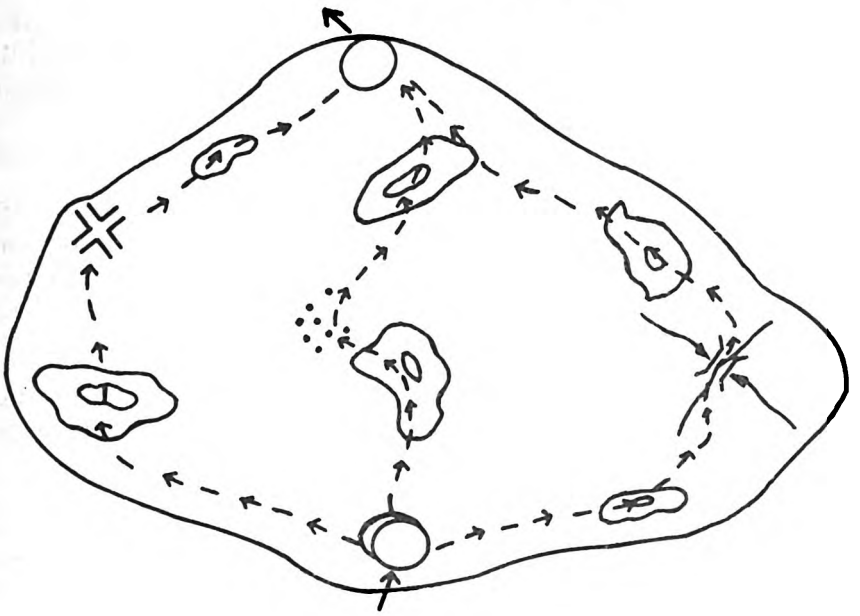

Figure 2.

7. The Successive Sectors Technique: The successive sectors technique of area reconnaissance is basically a series of condensed box methods. The reconnaissance element leader carefully analyzes the terrain to be reconnoitered and establishes an ORP and rendezvous point in the vicinity of each prominent terrain feature and/or suspected enemy location. By using this method, detailed information is substantially increases while speed is somewhat decreased.

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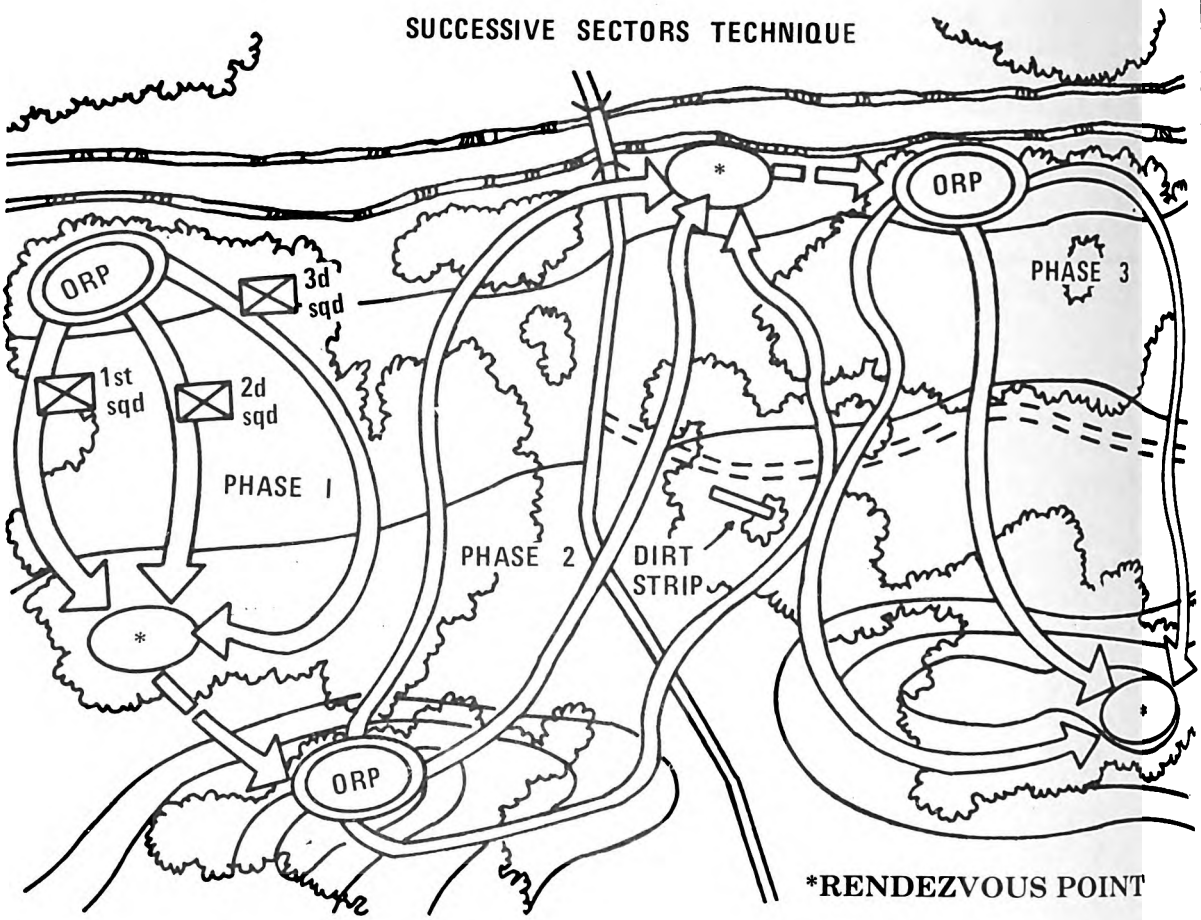

Figure 3.

TASK NUMBER: 071-11B-8305

REFERENCES:

FM 7-1, The Rifle Squads (Mechanized and Light Infantry)
TC 7-85, Ranger Operations

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TRAINING AND EVALUATION OUTLINE

TASK
PLAN AND CONDUCT A SCREENING MISSION.

EVALUATION

CONDITIONS:

In a field environment, given a TOE scout platoon, a 1:50,000 map, and a mission to conduct either a stationary or mobile screen.

STANDARDS:

Plan and conduct a screening mission well enough to:

1. Select the proper screening technique that is appropriate for the battalion mission.

2. Establish observation posts along major avenues of approach into the battalion sector to provide early warning of enemy approach.

3. Engage the enemy with long-range fires to impede his advance and to inflict maximum casualties.

4. Report the location, strength, disposition, and movement of the enemy force.

TRAINING

1. The scout platoon provides limited security for its parent battalion by participating in guard operations, screening operations, and by maintaining contact between friendly forces. Being capable of offering only minor resistance to a sizeable enemy threat, the major responsibility of the scout platoon is early warning. By positioning the platoon between the battalion and the known or suspected enemy force, it must operate at a distance which will permit the battalion time to react. The security force must maneuver according to the location and/or movement of the battalion and regulates its rate of movement accordingly.

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Continuous surveillance of the area forward of the platoon will result in the required early detection and it is for this reason that the ground surveillance section may be located to assist the platoons' visual observation capability. Once the enemy has been discovered, the scout platoon will attempt to conduct a thorough reconnaissance to gain more specific details or identification. This early detection is also essential to exploit the maximum range of our weapons.

2. A screening force executes surveillance over an extended frontage to the front, flanks, or rear of a moving or stationary force to provide for early warning by observation, reporting, and by maintaining positive knowledge of the location and activity of all enemy forces observed.

The scout platoon accomplishes a screening mission by establishing a series of observation posts and conducting patrols. The actual frontage of the screen is determined by:

a. The limit of observation afforded by the terrain and weather conditions.

b. The overall mission of the battalion.

c. The capabilities of the platoon with regard to vehicle and personnel availability. Normally there will be four OPs, but for short periods of time and generally during daylight hours only, the platoon can occupy up to one OP per vehicle.

The purpose of the observation posts is to provide early warning of enemy approach; report the location, strength, disposition, and movement of the enemy; and to adjust long-range fires to cause the enemy to deploy early, as well as to inflict casualties. The platoon fires its organic weapons in self-defense or within its capability to destroy or disperse small reconnaissance elements that may attempt to penetrate the screen. It will impede the advance of any major enemy threat by using available organic and supporting indirect fires.

3. Stationary Screen: The scout platoon leader will select the general location of observation posts by a map reconnaissance. Of prime concern is the requirement for overlapping fields of observation of likely enemy avenues of approach. Visual deadspace is covered through the use of mounted and/or dismounted patrols moving to preselected contact points. These contact points are established between and forward of the OPs, and the patrols will make contact at them at designated intervals.

The scout squad leader chooses the specific location for the OPs. In addition to the above, he looks for concealment, ease of movement to and from, and good communications, and he avoids landmarks when possible. The OPs should be manned by dismounted scouts with the vehicles being placed in covered and concealed positions to the rear.

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If space permits, succesive lines of observation posts are preplanned and depicted as phase lines. Individual OPs must receive permission to withdraw and must attempt to keep contact with the enemy during any movement to successive lines. Supporting fires should be planned to support the OPs in order to speed the reaction time when delivery of such fires becomes necessary.

a. In the situation below, a platoon (at 100% strength) has the mission of screening the right flank for a battalion's attack.

Observation posts were selected and occupied using the previously discussed considerations. Four observation posts were found to be sufficient with no elements attached to the platoon. Space does not permit successive screen lines.

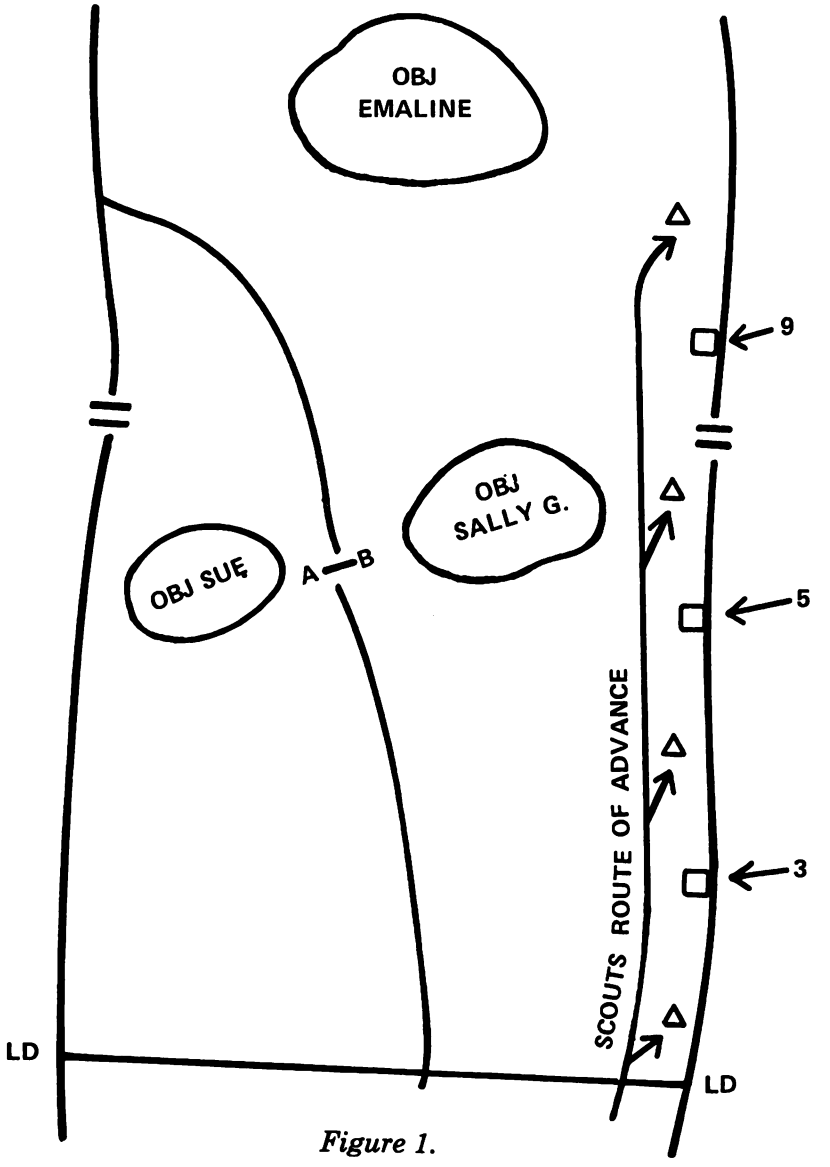

Figure 1.

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The scout squads will occupy their OP as the lead elements of the attacking team pass by them. Coordination has been effected between the scout platoon leader and the attacking team commander, and the routes into the positions will in no way interfere with the scheme of maneuver of the attacking force.

As each squad approaches the designated areas for their observation post, they will stop in a covered and concealed position and conduct a dismounted visual reconnaissance of the area - just as if they were moving by bounding overwatch. The squad leader and the scout observer from his vehicle will then conduct a quick security check of the OP area, at which time the exact site for the OP will be chosen. The assistant squad leader will then bring both vehicles forward (as required, to a safe and secure, covered and concealed defilade position). The assistant squad leader will post his observer as security, instruct the drivers to camouflage the vehicles and move forward to the squad leader's position with the required observation devices and a radio. Once the OP is set in, the squad leader reports to the platoon leader by radio, checks the overall condition of his OP and prepares to conduct his portion of the contact patrolling.

Once all four OPs have been manned, an appropriate report will be sent to the battalion CP. The platoon leader has initially chosen to colocate with the squad occupying the third observation post from the LD because it covers the most likely avenue of approach into the flanks. The platoon sergeant occupies a position near the LD in order to relay all transmissions to battalion.

At each observation post, two persons will observe at any one time. If this operation continues into the night, when security requires 100% participation, two people may be permitted to sleep. The remaining two will conduct the patrol. Patrols will make contact at points 3 and 9 at even hours while patrols will make contact at point 5 at odd hours. All patrols will be dismounted initially, and one patrol member will carry an M60 machinegun.

The two people manning the observation post will use an AN/GRC-160 in the AN/PRC-77 mode for communications, and all vehicles will remain on the reverse slope in covered and concealed positions. One of the two observers will continually check the area without optical aid, for any movement. The other observer will systematically check the same area with binoculars or a starlight scope. The two observers will employ teamwork and trade duties periodically.

Situation reports will be submitted to the platoon leader every 30 minutes, or as required, and relayed to the battalion by the platoon sergeant. Prior to EENT, warning devices will be emplaced by the dismounted patrols. Night surveillance devices will be used if the platoon is required to remain in position throughout the night.

It should be readily apparent that when the scout platoon is operating at reduced strength, the ability to occupy observation posts and conduct the required patrolling is severely restricted. Unless observation was virtually restricted and patrols were not needed, the reduced strength platoon would have to occupy fewer than four OPs.

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4. Mobile Screen: Although the previous scenario depicted a relatively limited attack, the mechanized battalion is often required to conduct such attacks over 10 or more kilometers. Under these circumstances a **mobile screen** may be required.

Operating in much the same way as the previous stationary screen, the scout platoon leader will, however, plan for additional OPs. Based on the enemy threat, the desires of the battalion commander, and the fact that time will normally not permit patroling between OPs, the scouts may occupy only those OPs overlooking the major avenues of approach into the battalion's flank. The occupation of these OPs can take various forms.

a. During a slow moving attack, the platoon leader will find it necessary to displace certain squads in order to keep abreast with the main thrust of the attack. This can be accomplished by the **Leap Frog Technique.**

For example, the scout platoon has already occupied OPs 1, 2, 3, and 4. The main thrust of the attacking force has already seized OBJ 1 and 2 and is beginning its attack to OBJ 3. Because the attack is rather slow, the platoon leader displaces the scout squad at OP 1 and has it move to and occupy OP 5, thus giving the main body continuous flank security. Once OP 5 is occupied, the scout squad at OP 2 would be displaced and occupy OP 6. This technique, although time consuming and dependent on trafficability, affords the commander three permanent OPs constantly watching his flank and no more than one in motion.

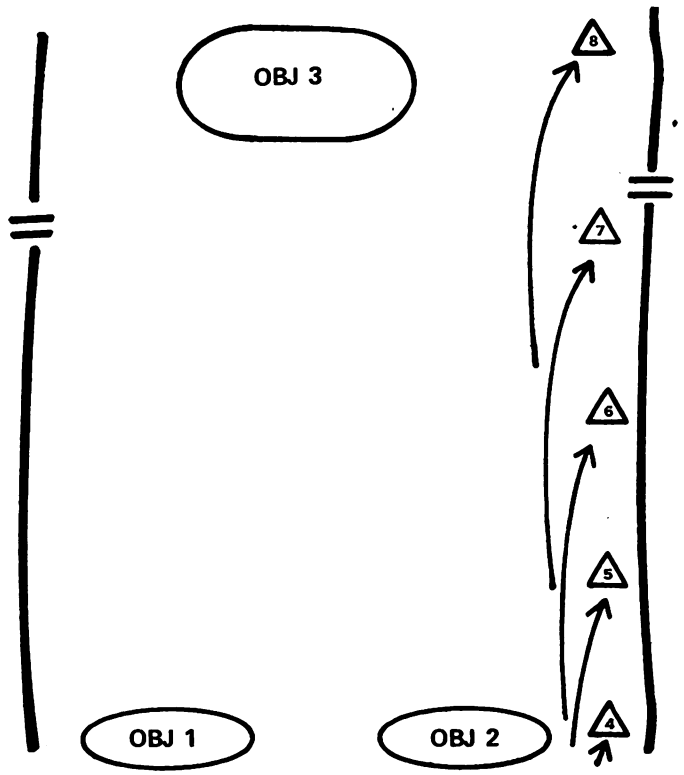

Figure 2.

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b. The continuous marching technique can be used when the protected force is advancing rapidly at a constant rate and the enemy resistance to the flank is very light. The screening force uses a column formation and moves without halting, adjusting its rate of advance to the movement of the protected force. Continuous marching should not be thought of as only the traveling movement technique. The movement technique will of course be dependent on the likelihood of contact.

EXAMPLE: OBJs #1 and #2 have already been seized and now the momentum of the attack has increased substantially towards OBJ #3. The scout platoon leader must now screen a fast moving main force and decides to use continuous marching. This method, although it detracts from selecting and occupying OPs, does in fact give the scout platoon leader the flexibility to screen a fast moving force.

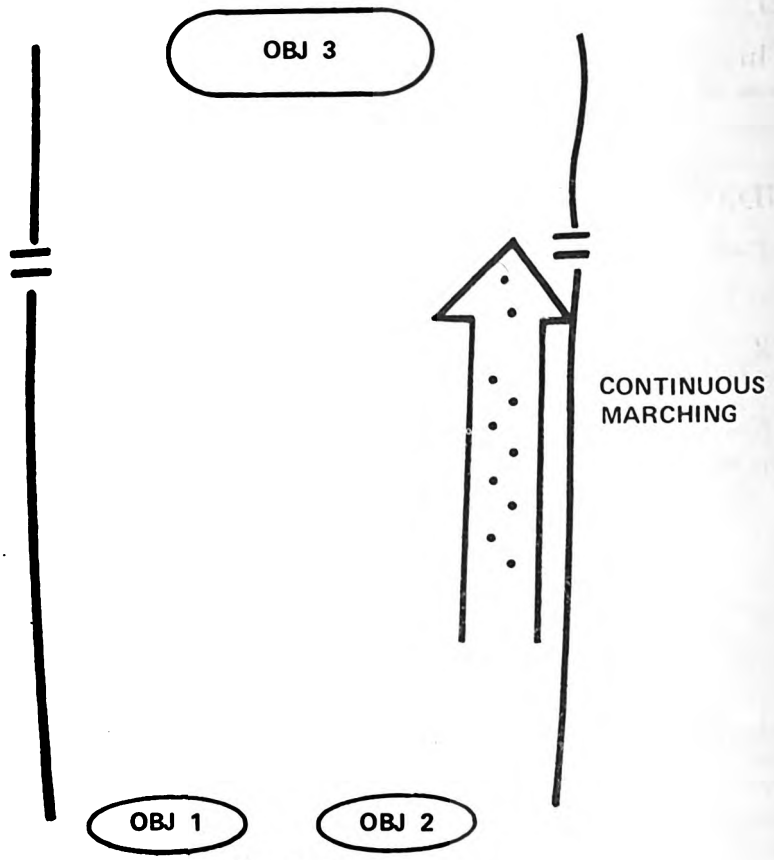

Figure 3.

TASK NUMBER: 071-11B-8315

REFERENCE:

FM 17-95, The Armored Cavalry Regiment

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TASK
PLAN AND CONDUCT A ZONE RECONNAISSANCE MISSION.

EVALUATION

CONDITIONS:

In a field environment, given a TOE scout platoon, a 1:50,000 map, and a mission to conduct a zone reconnaissance.

STANDARDS:

Plan and conduct a zone reconnaissance well enough to:

1. Properly organize the platoon to conduct the reconnaissance mission.

2. Use movement techniques appropriate for the likelihood of enemy contact.

3. Obtain and report all available information about the terrain, routes, and enemy activity within the zone.

TRAINING

1. Zone reconnaissance is the effort to obtain information about the enemy or terrain between two assigned boundaries. All major roads and terrain features within the zone must be reconnoitered. The same type information as listed for route reconnaissance is obtained. Zone reconnaissance is more time consuming than other types of reconnaissance.

2. Zone reconnaissance is essentially an expanded version of a route reconnaissance, with all routes and terrain features being checked. Because of the extensive amount of time which is required to conduct such a thorough search, the scout platoon should move over those routes that permit the quickest and most complete coverage of the zone. Additionally, those points from which the scout platoon can thoroughly observe surrounding terrain can also be used when time is critical.

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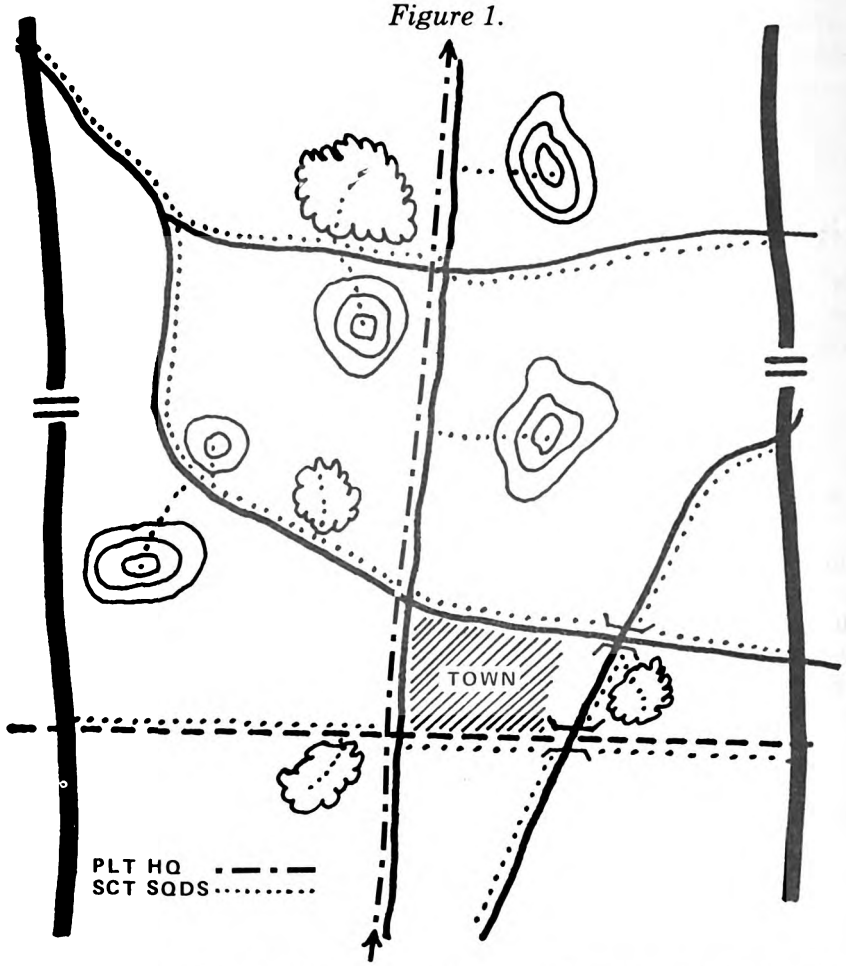
3. Figure 1 shows a portion of a platoon's zone reconnaissance when enemy contact is not likely. The platoon headquarters will generally move through the center of the zone for control and communication purposes. As lateral routes or major terrain features are encountered, a scout squad is directed to reconnoiter and report. These lateral routes and major terrain features (roads, trails, rivers, prominent hills, etc.) are physically checked to the assigned boundaries.

Figure 1.



4. In a zone reconnaissance, the scout squads are vulnerable to enemy action because they must operate independently of the platoon for short periods of time. The zone reconnaissance mission, therefore, will normally not be assigned to the scout platoon except where contact with enemy forces of platoon size or larger is remote, or where the scout platoon has been given additional combat strength, e.g., TOWs, tanks, and infantry.

TASK NUMBER: 071-11B-8320

REFERENCES:

FM 7-20, The Infantry Battalions
FM 17-95, The Armored Cavalry Regiment

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE AND ISSUE AN ORAL PLATOON OFFENSIVE OPERATION ORDER.

EVALUATION

CONDITIONS:

You are the platoon sergeant/acting platoon leader of an infantry platoon. You have just received an operation order for an attack from your company commander.

STANDARDS:

Within 30 minutes, develop a clear and concise oral platoon order for the attack and issue it to your squad leaders. The order must be issued, insuring squad leaders understand their mission, and specific coordinating instructions which apply to them. As a minimum, the order must contain the following items properly placed in the 5-paragraph format:

1. The mission of the company.
2. The mission of the platoon.
3. The mission of each squad.
4. The order and route of march.
5. Location of assault position and how to deploy into it.
6. Consolidation instructions.
7. Critical signal instructions.
8. Location of the platoon leader during the attack.

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TRAINING

1. As a platoon sergeant/acting platoon leader, you are responsible for keeping your men informed of what is going on through your squad leaders. The platoon order is one of the primary methods of doing this. Generally, your platoon order will be based on the operation order given to you by your company commander. It must be altered to delete that information that does not concern your platoon and to add sufficient detail to allow proper planning by your squad leaders. Your oral platoon order should follow the same basic 5-paragraph format used in the company order:

a. **SITUATION:** This paragraph contains all available information concerning the enemy and friendly situations.

(1) Enemy forces: Any available information such as strength, weaknesses, and probable courses of action.

(2) Friendly forces: All available information concerning the missions of higher and adjacent forces.

(3) Attachments and detachments: Information concerning any units that have been attached to or detached from the platoon.

b. **MISSION:** A clear, concise statement of the task that must be accomplished by the platoon.

c. **EXECUTION:** Contains the mission for each rifle squad and attached element (if any). This paragraph also contains any special instructions that apply to a specific squad or to the platoon as a whole and the plan for fire support.

d. **SERVICE SUPPORT:** Administrative details to include ammunition supply, ration resupply, and the evacuation of casualties.

e. **COMMAND AND SIGNAL:** Communications instructions to include signals, the platoon leader's CP/OP location, and the company CP location.

2. In preparing your platoon order, look for those items in the company order which you must alter to fit the platoon's mission. For example, if paragraphs 2 and 3 of the company order are given as:

"2. **MISSION:** Company A attacks 240600 May to seize Hill 492 and Hill 475 and continues the attack, on order, to seize Hill 510.

"3. **EXECUTION:** 2d platoon makes the main attack on the right to seize Objective 1 and, on order, Objective 3. . . "

As 2d platoon leader (acting) you might alter your paragraphs 2 and 3 as follows:

"2. **MISSION:** 2d platoon attacks 240600 May to seize Hill 492 and, on order, Hill 475."

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"3. **EXECUTION:** 2d squad leader, your squad will be fire support base for the platoon. You will establish your base of fire from that ridgeline at coordinates FL 123456. Commence firing on my order. 1st squad leader, your squad will attack to seize . . . "

Your paragraph 1 should contain the mission of the company which was stated in paragraph 2 of the company operation order. Your paragraphs 4 and 5 will be similar to paragraphs 4 and 5 of the company order, but narrowed down to apply only to your platoon. For example, if paragraph 4 of the company order gives you the location of the battalion field trains, your platoon order will probably not contain that information because it does not directly affect your squads. Your responsibility as a platoon sergeant/acting platoon leader is to give your men the information that pertains to them. The 5-paragraph order format should be used as a checklist to prevent your omitting important information. It is not all inclusive, however, and may be modified as necessary.

3. Whenever possible, you should give your order to your squad leaders from a vantage point on or near the ground to be attacked. From such a point, you can orient your squad leaders by pointing out important terrain features.

TASK NUMBER: 071-11B-5625

REFERENCES:

FM 7-10, The Rifle Company, Platoons and Squads
TC 7-3-1, How to Defend with Mechanized Infantry and Light Infantry Platoons

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TRAINING AND EVALUATION OUTLINE

TASK
DETERMINE/IMPLEMENT PLATOON MOVEMENT TECHNIQUE WHEN NOT IN CONTACT WITH THE ENEMY.

EVALUATION

CONDITIONS:

As the platoon sergeant/acting platoon leader of an infantry platoon, directed to conduct a movement to contact. (Control measures will be specified, i.e., phase lines, boundaries, axis of advance, etc.) During the movement, the likelihood of contact will vary from "not likely" to "expected."

STANDARDS:

1. Control measures will be adhered to (e.g., times for crossing phase lines will be met) unless/until contact is made with an enemy force.

2. If and when contact is made, at least one squad must be prepared to maneuver or, as a minimum, provide suppressive fire.

3. Control of movement (and fires) will be maintained continuously.

TRAINING

1. Proper use of terrain: Because dismounted infantry soldiers are virtually 100% vulnerable to all weapons, they can survive and successfully accomplish their missions on the modern battlefield **ONLY** if they make

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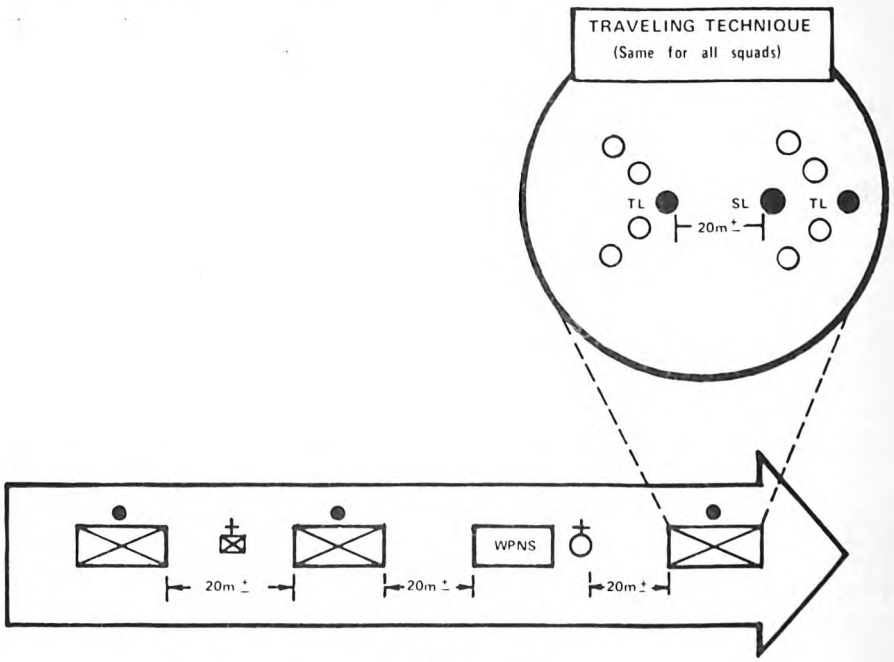
every effort to operate without being seen. The platoon's best protection is afforded by the terrain. It is essential that the platoon make maximum use of available cover and concealment at all times -- especially when moving against a hidden enemy.

2. Selection of technique of movement when not in contact: The rifle platoon adjusts its technique of movement to the likelihood of making contact with the enemy:

LIKELIHOOD OF CONTACT	TECHNIQUE OF MOVEMENT
• NOT LIKELY	• TRAVELING
• POSSIBLE	• TRAVELING OVERWATCH
• EXPECTED	• BOUNDING OVERWATCH

3. Movement techniques:

a. Traveling - Use the traveling technique when speed is important and contact with the enemy is not likely. All squads use the traveling technique and move in a column, keeping about 20 meters apart, depending on the terrain. When traveling, the best location for the platoon leader will normally be behind the lead squad to facilitate control. The platoon sergeant normally travels at the head of the trail squad to assist the platoon leader in controlling the trail elements of the platoon.



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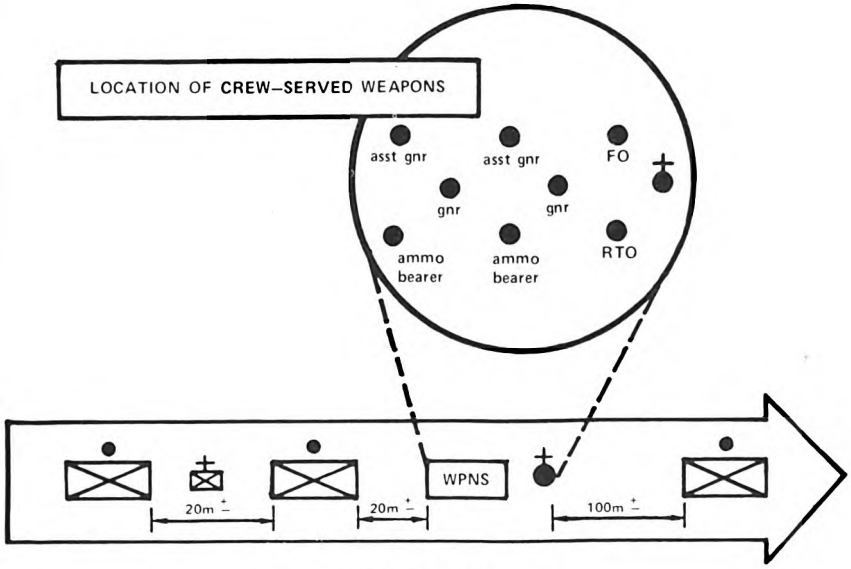
b. Traveling Overwatch - Use the **traveling overwatch** technique when the likelihood of enemy contact is possible, but not expected. Caution is justified but speed is desirable. This technique lets the platoon find the enemy with the lead squad only, leaving the platoon (-) free to support the lead squad by fire and/or to maneuver against the enemy if contact is made. To give the platoon the added protection of some time and space in which to react if it unexpectedly runs into enemy fire, the platoon leader increases the distance between the lead squad and the platoon (-). The distance is determined by terrain and visibility, but must be short enough to permit visual contact between the lead squad and the platoon, yet far enough so the platoon (-) will not be pinned down by enemy fire directed at the lead squad. To the extent permitted by terrain/visibility, the platoon leader should strive to maintain a distance of **at least** 50 meters and, preferably, 100 meters or more. **The lead squad uses the traveling overwatch technique.** The platoon leader is **normally** at the head of the platoon (-) for control and observation and **all elements of the platoon (-) use the traveling technique.**

Regardless of how the platoon is organized, the platoon leader normally retains direct control over crew-served weapons not organic to his rifle squads, and they travel directly behind him. The platoon shown in the illustration does not have a weapons squad. The two weapons crews assigned to his headquarters are traveling directly behind him. In platoons with a weapons squad, the only difference is that the squad leader travels at the head of his weapons crews to assist the platoon leader in employing them. Placing crew-served weapons in this location in the column:

- provides immediate responsiveness to the platoon leader.
- facilitates support of lead elements making contact.
- insures that they will not be pinned down by enemy fire directed at lead elements.



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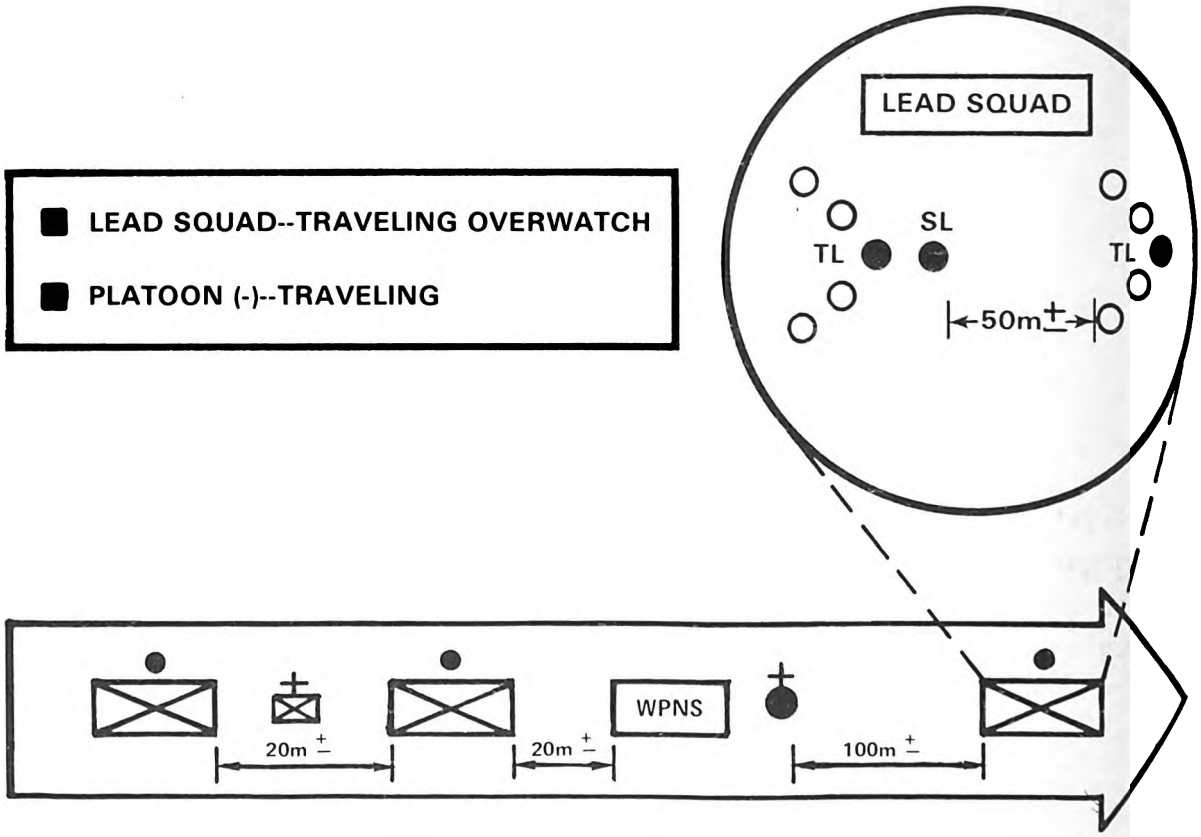
c. Bounding Overwatch - Use **bounding overwatch** when contact is expected. The basic pattern of this technique is a "three-legged walk," with squads rotating the following missions:

(1) ONE SQUAD OVERWATCHING. One squad covers the forward progress of the platoon (-) from covered and concealed positions offering observation and fire against potential enemy positions. It can immediately support the bounding squad by fire if it makes contact.

- The squad leader **OVERWATCHING** must know:
  - the direction of the enemy threat.
  - the location of his overwatch position.
  - the route and destination of the bounding squad.
  - the location of the platoon leader.
  - what he can expect to do next.
  - how he will receive his orders.



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(2) ONE SQUAD BOUNDING. One squad bounds to a further position from which it will take up the overwatch mission, unless it makes contact en route. This is the squad which should find the enemy. The length of its bound is closely tied to terrain, the range of the overwatching squad's weapons, and the ability of the platoon leader to control his squads. The bounding squad will normally use the bounding overwatch technique since contact is expected.

- The squad leader **BOUNDING** must know:
  - where his squad is to move and by which route.
  - what movement technique to use (dependent upon speed required).
  - what he should do when he gets there.
  - the location of the overwatching squad and the platoon leader.
  - what he can expect to do next.
  - how he will receive his orders.

(3) ONE SQUAD AWAITING ORDERS. One squad is committed and available for employment as the platoon leader directs:

- The squad leader **AWAITING ORDERS** must know:
  - how he will receive his orders.

He should know:

- what is happening.
- what he can expect to do next.

TASK NUMBER: 071-11B-5630

REFERENCES:

FM 7-1, The Rifle Squads (Mechanized and Light Infantry)
FM 7-7, The Rifle Platoons
FM 7-10, The Infantry Company, Platoons, and Squads

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TRAINING AND EVALUATION OUTLINE

TASK
DETERMINE/DIRECT FIRE AND MANEUVER OF PLATOON AGAINST AN ENEMY POSITION.

EVALUATION

CONDITIONS:

You are the acting platoon leader of a platoon that is conducting a movement to contact and which has encountered an enemy position.

STANDARDS:

1. Determine the strength and disposition of the enemy force.

2. Fix the enemy with all available suppressive fire to keep him from firing his weapons accurately and redeploying his force to meet your assault.

3. Fight the enemy by assaulting his flank, rear, or other weak points using fire and maneuver, all organic and supporting weapons, and all available cover and concealment.

TRAINING

1. When movement to contact results in enemy contact, the lead platoon develops the situation by striving to gain knowledge of the enemy's disposition and strength not revealed by the initial contact. It maneuvers carefully to determine flanks or other weak points. Other means, such as reconnaissance by fire or detection devices, may also be used. If a weak point is found, it is immediately exploited by aggressively "fighting through." The platoon must use all available fire support and exploit all available cover and concealment to avoid needless exposure of its troops to the enemy while maintaining forward momentum.

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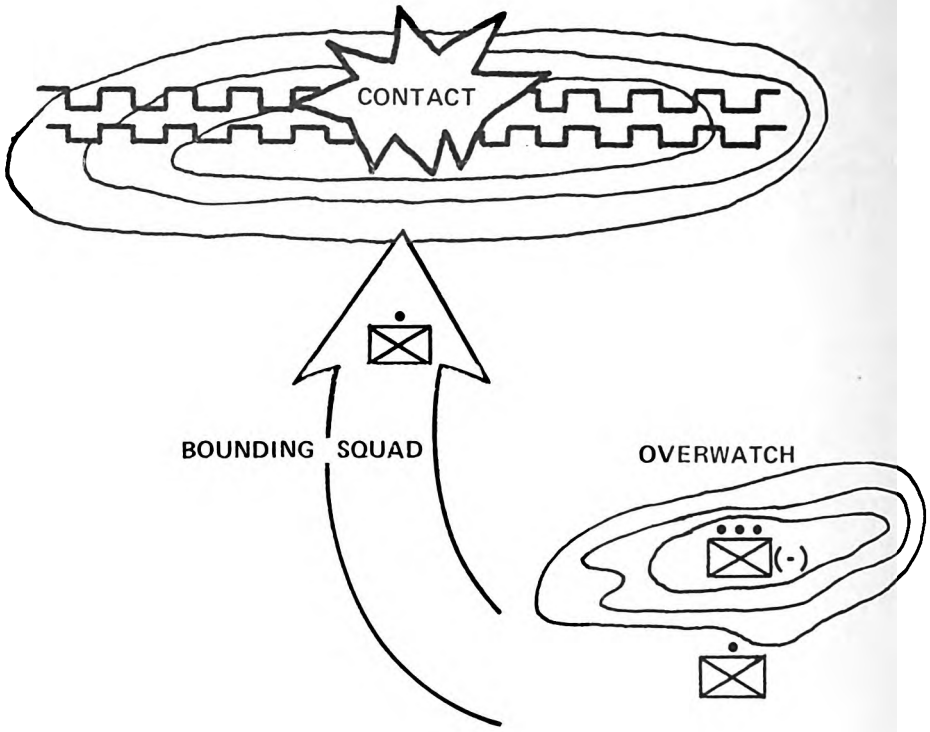

2. Actions on Contact:

a. By using the proper movement techniques the platoon will make contact with one squad, leaving the platoon (-) free to support the squad in contact. The squad which makes first contact makes every effort to "fight through" the enemy it encounters using fire and maneuver. Members of the squad maneuver singly, by buddy teams, or by fire teams as the terrain and enemy situation dictate. Soldiers fire and maneuver completely through the enemy position if possible, moving by short rushes (2 to 3 sec) from one covered position to the next.

b. If the squad cannot overcome the enemy, its effort to do so gives the platoon leader information on the enemy's strength and disposition. He will then employ his other squads and "fight through" at the platoon level by maneuvering one or two squads forward under the overwatching fire of his remaining squad(s), his key weapons, and all the fire support he can get through his FO and his company commander.

c. As the platoon maneuvers against the enemy, its leader continuously reports to the company commander. If a platoon develops a situation in which it cannot overcome the resistance, the platoon will become an overwatch for a continuation of the attack by the entire company, or take such other action as directed by the company commander.

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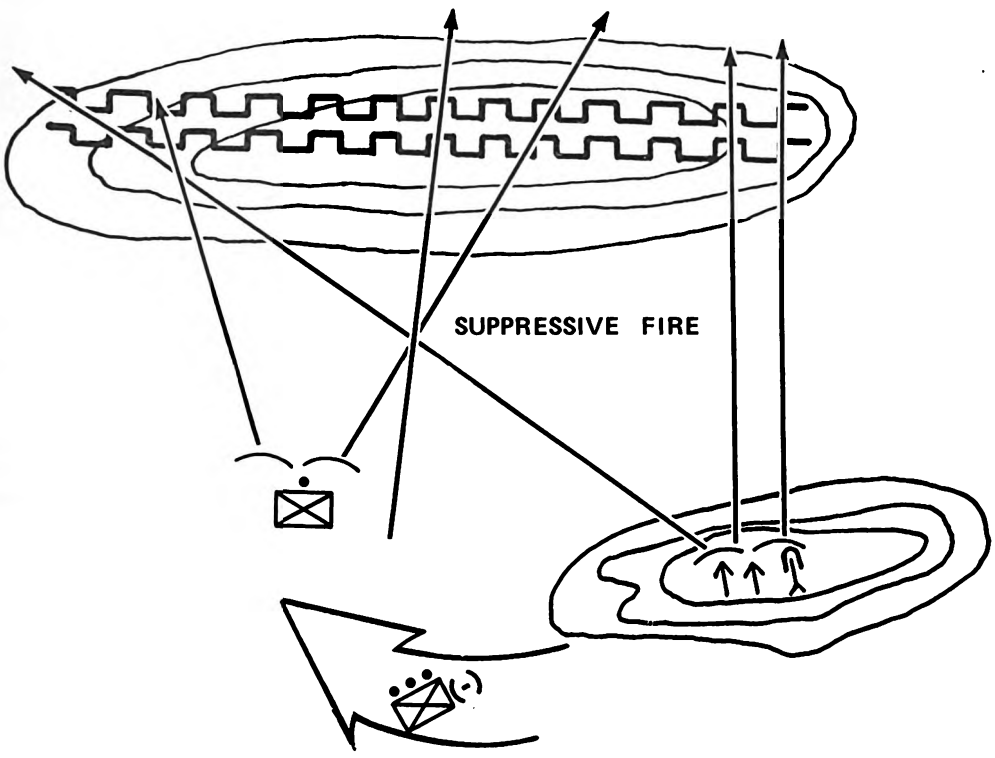

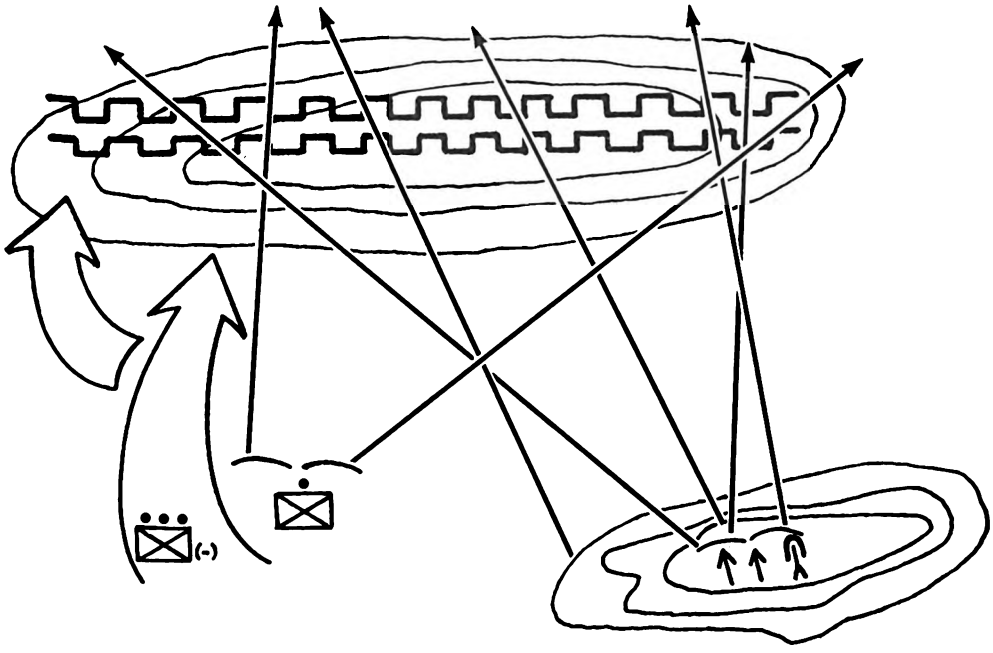

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3. Included, as appropriate, in the platoon leader's orders may be instructions to:

a. The lead squad to maneuver against the enemy resistance supported by other elements of the platoon, or to hold in position and overwatch.

b. The leaders of the 2d and 3d squads to overwatch the lead squad or to move along a specified route, deploy in an assault position he selects, and assault on his signal.

c. The mortar FO to get all the indirect fire he can on the enemy position (objective) and on nearby positions from which the enemy can shoot at his platoon as it attacks. Shift that fire to adjacent positions as the platoon advances.

4. Make frequent reports of the platoon's progress to the company commander. Make them accurate and in time to be useful.

5. The Assault:

a. In order to close with the enemy, the assaulting force must suppress his fire. This is done by blocking the enemy's vision by smoke and by shooting at him with sufficient accuracy and volume to drive him from his firing positions and weapons' sights. The enemy will probably continue to fire, but with inaccuracy and ineffectiveness.

b. The assaulting troops avoid or move quickly through enemy fire which is not completely suppressed. When the enemy fire is suppressed, you can maneuver toward his positions without taking excessive casualties. The assaulting force seeks to concentrate against the enemy flank, rear, or other weak point. As the enemy may try to reinforce points under assault, use fire to fix the enemy so that he cannot reinforce the weak point. Smoke and direct fire may suppress the enemy, but they will not keep him from redeploying along interconnecting trenches. In this case, airburst indirect fire is required. The enemy must be fixed by suppressive fire.

c. The assault is a technique used to make the final move under fire to the enemy position and destroy him. The assault is characterized by noise and confusion, and it usually moves forward through the actions of men or teams who exploit terrain and enemy weaknesses in their immediate areas.

d. As the platoon deploys and moves through the assault position, supporting fire should increase to maximum rate. Machineguns may be deployed in the vicinity of the assault position to provide continuous supporting fire. As they close with the enemy, elements of the platoon may alternate as overwatch and maneuver elements.

e. Assaulting troops move as close to supporting fire as possible. The platoon leader requests that supporting fire be shifted forward as the platoon advances. As fire is shifted, men in the assaulting platoon deliver intense small-arms fire, throw hand grenades, and close with and kill the enemy. The assault continues until the entire position is cleared of resistance.

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f. Leaders can seldom predict the amount of control they will have during the assault. The noise and confusion of the assault require orders to be given by example and direct contact.

6. Fighting in Restrictive Terrain:

a. In extremely rugged terrain and in areas which are heavily fortified or which have a high density of obstacles, the fire of the platoon may be severely restricted.

b. In restrictive terrain, the platoon may task organize into:

-- **A MANEUVER ELEMENT** -- to close with and destroy the enemy.

-- **AN OVERWATCH** -- to suppress and fix the enemy by fire.

-- **A BREACHING ELEMENT** (when required) -- to clear or mark a path through enemy obstacles for the assault element.

c. Enemy positions may be in trenches, buildings, or fortified bunkers. Most restricted areas require the same general techniques.

Organize into maneuver, overwatch, and (if necessary) breaching elements.

Maintain control by seizing one objective at a time.

After you secure an objective, secure it with a detachment and continue the assault with the rest of the platoon.

d. Three of the most common tasks which face the platoon in restrictive terrain are to:

-- **CLEAR A TRENCH SYSTEM**

-- **KNOCK OUT BUNKERS**

-- **CLEAR A BUILDING(S)**

(1) Clearing a Trench System.

(a) Trench systems are prepared to allow the defender freedom to move his troops from one defense position to another. A trench system usually has two or more main trenches with connecting secondary trenches. Each trench is narrow and has fighting positions or bunkers constructed at intervals along its length.

(b) Because one trench supports the other, the enemy can continue to fire on the maneuver element, even after the first trench is secure.

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(c) The platoon normally assaults a trench as part of a larger force; its objective is a specific section or point in the trench. The platoon leader assigns missions to accomplish these tasks:

-- PENETRATE THE TRENCH SYSTEM

-- HOLD THE INITIAL TRENCH

-- CLEAR THE TRENCH SYSTEM

(d) In the assault of a trench, use --

- **KEY WEAPONS** against the fighting positions and bunkers to destroy and suppress the enemy's fire.

- **GRENADE LAUNCHERS** to fire into the trench during the assault.

- **HAND GRENADES** just prior to entering the trench and after entry, to clear enemy positions.

- **FLAME WEAPONS** to clear the trench and help destroy bunkers.

(e) On entering the trench, one element secures that penetrated point. That element covers the rear, while the trench is cleared by buddy teams of two or three men each.

TRENCHES SHOULD BE:

- CLEARED IN ONLY ONE DIRECTION.

- CLEARED ALONG THE MAIN TRENCH, LEAVING AN ELEMENT TO HOLD EACH CONNECTING TRENCH.

- CLEARED ONLY AS MUCH AS THE UNIT CAN HOLD AGAINST COUNTERATTACK.

(f) Each bunker in the system must be cleared in succession.

(2) Knocking Out Bunkers.

(a) The enemy also uses bunkers in built-up areas in conjunction with buildings and trenches. The techniques for clearing bunkers and buildings are the same. The assault of a bunker in a trench system and the assault of a bunker in a fortified area are the same.

(b) Whenever possible, use fire support means such as artillery or air strikes to destroy bunkers. When available, the combat engineer vehicle can neutralize fortified positions and bunkers. When the platoon must assault a bunker --

-- Approach it from its blind side.

-- have part of the platoon shoot into the entrance, ports, and other openings, while the rest of the platoon closes on it with grenades, flame weapons, or demolitions to destroy it.

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(3) Clearing Buildings:

(a) Built-up areas -- farm complexes, villages, industrial sites, cities, etc. -- may become objectives. The rifle platoon may have the mission of seizing a farm complex or a section of buildings in a larger built-up area.

(b) Plans to clear buildings will provide for:

- Isolating the objective by all available direct and indirect fire.

- Seizing a foothold or entry into the building(s).

- Clearing the building(s) in the objective.

(c) Attack by using:

- **MANEUVER ELEMENT**

- **OVERWATCH**

- **BREACHING FORCE (IF REQUIRED)**

(d) The **MANEUVER ELEMENT** consisting of riflemen, demolition men, and flamethrowers:

- ASSAULTS TO GAIN A FOOTHOLD IN THE BUILDINGS.

- CLEARS THE BUILDINGS IN THE OBJECTIVE AREA.

(e) The **OVERWATCH** consisting of automatic riflemen, grenadiers, machineguns, APCs, and attached tanks and other direct fire weapons:

- PROVIDES SUPPORTING FIRE FOR THE MANEUVER ELEMENT.

- REINFORCES THE MANEUVER ELEMENT AS NECESSARY.

(f) The attack of a built-up area is characterized by building-to-building fighting. Each building must be entered and cleared. **To clear a building:**

- Enter at the highest point possible. Use ladders, drainpipes, vines, grappling hooks, or APCs. APCs may be used for movement between buildings, or movement may be from roof to roof when buildings are close together. - When enemy fire prevents entry at upper levels, create new entrances with tanks, APCs, demolitions, or antiarmor weapons.

- Do not enter by a door or a window unless you can fire heavy weapons into it to destroy any mines and kill enemy infantry protecting these entrances.

- Work from the top of the building to the bottom. Even when a building **must** be entered on the ground floor, proceed to the top and clear down.

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- Use two- or three-man teams to clear rooms and hallways.

- The breaching force must breach obstacles or use demolitions to open entry points in buildings for the assaulting maneuver element.

- To clear rooms: One man throws in a grenade, waits for the explosion, and enters the room. A second man enters and, covered by the first, searches the room. When you can't use the doorway, create a new door by blowing a hole in the wall with demolitions. To clear a room before entry, one team fires through the door or wall while another team fires through the floor or ceiling.

- If movement is restricted to the ground:

- Move from one doorway to another, always hugging walls, or any other available structure.

- Avoid crossing open streets, alleys, and vacant lots; crawl under windows; and be careful if you cross in front of doors.

TASK NUMBER: 071-11B-5635

REFERENCE:

FM 7-7, The Infantry Rifle Platoons

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE AND ISSUE AN ORAL PLATOON DEFENSIVE OPERATION ORDER.

EVALUATION

CONDITIONS:

You are the platoon sergeant/acting platoon leader of an infantry platoon. Your compahy is presently located in an assembly area and you have just received an operation order for the defense from your company commander.

STANDARDS:

Within 30 minutes, develop a clear and concise oral platoon order for the defense and issue it to your squad leaders. The order must be issued, insuring squad leaders understand their mission, and specific coordinating instructions which apply to them. As a minimum, the order must contain the following items properly placed in the 5-paragraph format:

1. The mission of the company.
2. The mission of the platoon.
3. The mission of each squad, to include specific areas of responsibility and provisions for security.
4. Location for machineguns and medium antitank weapons.
5. The order and route of march to the defensive area.
6. Critical signal instructions.
7. Location of platoon and company command posts.

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TRAINING

1. As a platoon sergeant/acting platoon leader, you are responsible for keeping your men informed of what is going on through your squad leaders. The platoon order is one of the primary methods of doing this. Generally, your platoon order will be based on the operation order given to you by your company commander. It must be altered to delete that information that does not concern your platoon and to add sufficient detail to allow proper planning by your squad leaders. Your oral platoon order should follow the same basic 5-paragraph format used in the company order:

a. **SITUATION:** This paragraph contains all available information concerning the enemy and friendly situations:

(1) Enemy forces: Any available information such as strength, weaknesses and probable courses of action.

(2) Friendly forces: All available information concerning the missions of higher and adjacent forces.

(3) Attachments and detachments: Information concerning any units that have been attached to or detached from the platoon.

b. **MISSION:** A clear, concise statement of the task that must be accomplished by the platoon.

c. **EXECUTION:** Contains the mission for each rifle squad and attached element (if any). This paragraph also contains any special instructions that apply to a specific squad or to the platoon as a whole, and the plan of fire suport.

d. **SERVICE SUPPORT:** Administrative details to include ammunition supply, ration resupply, and the evacuation of casualties.

e. **COMMAND AND SIGNAL:** Communications instructions to include visual signals, radio frequencies and call signs, the platoon leaders and company commander's location during the operation.

2. In preparing your platoon order, look for those items in the company order which you must alter to fit the platoon's mission. For example, if paragraphs 2 and 3 of the company order are given as:

"2. **MISSION:** Company A defends by 251400 Jun from FL 140810 to FL 160810.

"3. **EXECUTION:** The company will defend employing 1st platoon on the left, 2d platoon on the right, and 3d platoon in reserve . . . "

As 2d platoon leader (acting) you might alter your paragraphs 2 and 3 as follows:

"2. **MISSION:** 2d platoon defends by 251400 Jun from FL 150810 to FL 160810.

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"3. **EXECUTION:** We will defend our sector with 1st squad on the left, 2d squad in the center, and 3d squad on the right. 1st squad leader, your squad will occupy from . . . "

Your paragraph 1 should contain the mission of the company which was stated in paragraph 2 of the company operation order. Your paragraphs 4 and 5 will be similar to paragraphs 4 and 5 of the company order, but narrowed down to apply only to your platoon. For example, if paragraph 4 of the company order gives you the location of the battalion field trains, your platoon order will probably not contain that information because it does not directly affect your squads. Your responsibility as a platoon sergeant/acting platoon leader is to give your men the information that pertains to them. The 5-paragraph order format should be used as a checklist to prevent your omitting important information. It is not all inclusive, however, and may be modified as necessary.

3. Whenever possible, you should give your order to your squad leaders from a vantage point on or near the ground to be defended. From such a point, you can orient your squad leaders by pointing out important terrain features.

TASK NUMBER: 071-11B-5750

REFERENCES:

FM 7-10, The Rifle Company, Platoons and Squads
TC 7-3-1, How to Defend with Mechanized Infantry and Light Infantry Platoons

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TRAINING AND EVALUATION OUTLINE

TASK
DESIGNATE PRIMARY, ALTERNATE, AND SUPPLEMENTARY FIGHTING POSITIONS FOR CREW-SERVED WEAPONS.

EVALUATION

CONDITIONS:

You are the platoon sergeant/acting platoon leader of a platoon that is preparing to defend as part of a larger force. You have just been assigned your platoon's sector of responsibility.

STANDARDS:

Within 30 minutes, designate primary, alternate, and supplementary positions for your antiarmor weapons and machineguns well enough to:

1. Cover the most likely armor avenues of approach into the platoon area by MAWs (HAWs if attached) from the primary positions.

2. Cover the most likely dismounted avenues of approach into the platoon area with M60 machineguns (and caliber .50 in mechanized units) from the primary positions, with emphasis on protection for the antiarmor positions.

3. Provide coverage of the same sectors of fire from alternate positions.

4. Provide coverage of armor and dismounted avenues of approach into the platoon area, from supplementary positions, that cannot be covered from the primary or alternate positions. This coverage includes approaches into the flanks or rear of the platoon area.

5. Take maximum advantage of all available natural cover and concealment and weapons' capabilities.

TRAINING

1. The platoon leader selects the exact location for his machineguns, Dragons, any attached crew-served weapons, and APCs (if mechanized). The successful accomplishment of the platoon's mission depends greatly on the proper positioning of these weapons to obtain their maximum sustained fire power. You must make use of all available cover and concealment to

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provide these weapons with maximum protection from enemy observation and fire. The enemy will concentrate his efforts on finding and destroying these crew-served weapons because of their tremendous volume of destructive firepower. Primary, alternate, and supplementary positions must be selected for your entire platoon, but your machineguns and antiarmor weapons are most critical.

a. Primary position - the position within the platoon sector which the crew-served weapon can best perform its mission.

b. Alternate position - a position to be occupied when the primary position can no longer be manned and from which the same sector of fire can be covered.

c. Supplementary position - a position that provides the best location for the accomplishment of a task that cannot be accomplished from the primary or alternate positions, such as, providing mutual support to adjacent platoons or defending against an attack from a different direction.

2. Position your key weapons where they have both cover and concealment, and good fields of fire. Strive to put them where their fires will be overlapping, integrated, and mutually supporting. Position them so that their fire will be heavier on the avenues of approach that the enemy will most likely use. The weapons placed on the flanks of your position must be "tied-in" with the adjacent unit fires to prevent gaps.

a. Cover. Even when natural cover is available, it usually must be complemented by properly prepared positions. As cover is sometimes sparse, you must be skillful in selecting positions so that all natural cover is used to the maximum extent. When no natural cover exists, well-prepared positions will protect your men and weapons from enemy fire.

b. Concealment. The enemy's greatest effort will be toward locating the weapons which hold up his attack. Therefore, clever use of terrain and camouflage is mandatory to deceive the enemy. The best foliage for concealment is alive and natural, for even at night, dead foliage can be detected by electronic sensors.

3. Machineguns. These are the platoon's key weapons for defense against a dismounted infantry assault and for suppressing unprotected enemy direct fire weapons. Position your machineguns laterally across the front so you can have overlapping, mutually supporting bands of fire and, where the terrain allows, final protective fires. Machinegun fire is most effective when it hits the long axis of the enemy assault formation with the long axis of its beaten zone. This flanking and enfilade fire should surprise the enemy by hitting him from an unexpected direction. When you can, position machineguns in pairs to fire FPLs parallel to one another. Each machinegun should be assigned:

a. A primary and secondary sector of fire.

b. A final protective line (FPL) or a principal direction of fire (PDF).

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c. At least one alternate position.

d. Supplementary positions which give depth to the defense, provide mutual support to adjacent platoons, and/or meet an attack from a different direction.

4. Medium Antitank Weapon (MAW). Antiarmor weapons are key to the platoon's defense against a tank threat. Consider the following when employing these weapons.

a. Dispose laterally and in depth to cover a designated armor kill zone. This keeps them from being hit by enemy fire directed at a single point or area.

b. Position to deliver surprise fire. Do this by using the terrain to get maximum use of cover, concealment, and fields of fire to hit the enemy from an unexpected direction (flank or rear).

c. Control centrally. Enemy fire may cause antiarmor weapons to move to alternate positions or to supplementary positions to meet an attack from another direction. Coordinate their fire to provide a timely massing of fire at the critical point. When Dragon positions are selected, consider that:

(1) The missile must be at least 33cm (13″) above the ground.

(2) Obstacles that could detonate the missile, snag its fins or wire, or interfere with its guidance must be cleared. Don't fire across high tension wires.

(3) The cover and concealment hiding one of these weapons must also hide its launch signature from the front. A rise in the ground that covers and conceals both the weapon and its signature is best.

(4) Minimum range for the Dragon is 65 meters.

(5) Position the Dragon so targets will not move behind obstacles before the missile strikes. This is important because when a vehicle is engaged from the flank it may move a few hundred meters before the missile strikes it. If you can see no obstacles in your field of view through the sight, then it is clear to launch a missile within that area to a target moving at right angles to your line of sight.

TASK NUMBER: 071-11B-5761

REFERENCES:

FM 7-1, The Rifle Squads (Mechanized and Light Infantry)
FM 7-7, The Infantry Rifle Platoons
FM 7-10, The Rifle Company, Platoons, and Squads
TC 7-3-1, How to Defend with Mechanized Infantry and Light Infantry Platoons

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE A PLATOON DEFENSIVE FIRE PLAN.

EVALUATION

CONDITIONS:

As the platoon sergeant/acting platoon leader of an infantry platoon that has established a defensive position, you have been instructed to prepare a defensive fire plan of your sector by the company commander. Given: A mortar FPF has been assigned to the platoon; you have available overlay paper, map, and pencils; you have already assigned your crew-served and medium antitank weapons positions.

STANDARDS:

Within 15 minutes, prepare an overlay of your platoon's area well enough to:

1. Portray the location of each squad's defensive position.

2. Portray the location of each machinegun in the platoon and the final protective line (FPL) or principal direction of fire (PDF) for each.

3. Depict a primary and secondary sector of fire for each medium antitank weapon (MAW) assigned to the platoon.

4. Depict at least two target reference points.

5. Depict a suitable location for the mortar final protective fire (FPF) in front of the platoon positions. FPF should be 200 meters wide and no farther than 200 meters in front of the platoon positions.

6. Depict the location of any major obstacles in the platoon area.

7. Depict indirect fire target locations in front of, on, and behind the platoon positions.

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1. The platoon defensive fire plan (figure 1) is prepared to:

a. Assist the company commander in preparing his company fire plan.

b. Assist the platoon leader in shifting fires within the platoon sector without having to move around to determine which weapon can fire into a certain area. If a portion of the platoon area is threatened, the platoon leader can consult the fire plan and quickly determine which weapons can cover the threatened area, and from which positions they can do so. The platoon leader can then direct (by radio, voice, or SOP signals) their fires be shifted to the threatened area, including instructions to move to alternate or supplementary positions, if necessary.

NOTE: The parts of the platoon defensive fire plan described below are the minimum items necessary to make the plan meaningful. Your unit SOP or commander may require more detail. In other instances a sketch without a target list may be acceptable.

2. A platoon defensive fire plan consists of an overlay drawn to scale and a target list for indirect fires. The overlay should show the platoon sector, squad positions, machinegun, and medium antitank weapons positions, final protective lines (FPLs) or principal direction of fire (PDF) for each machinegun, primary and secondary sectors of fire for each MAW, target reference points, indirect fire target locations, and the final protective fire location.

3. Machineguns.

a. Machineguns are assigned primary and secondary sectors of fire, as appropriate. Within the primary sector, the gunner may be assigned a final protective line (FPL) or a principal direction of fire, dependent on the amount of grazing fire possible. No FPLs or PDFs are assigned to the secondary sector of fire.

b. Only the primary sector of fire is placed on the overlay, indicating either a PDF or FPL.

4. Medium Antitank Weapons (MAW).

a. Each MAW is normally assigned a primary position, and one or more alternate firing positions to cover the primary sector of fire. In addition, each MAW may have supplementary firing positions to cover other sectors of fire. Only primary positions with primary and secondary sectors of fire are shown on the overlay.

b. Target reference points (TRP), either lettered or numbered, plotted on the overlay will aid in fire control and help to identify locations of targets. TRPs should be plotted on easily recognizable man-made objects or terrain features within your platoon area. If these TRPs are to be used to aid in the control of mortar and artillery fire then they must be coordinated with the forward observers.

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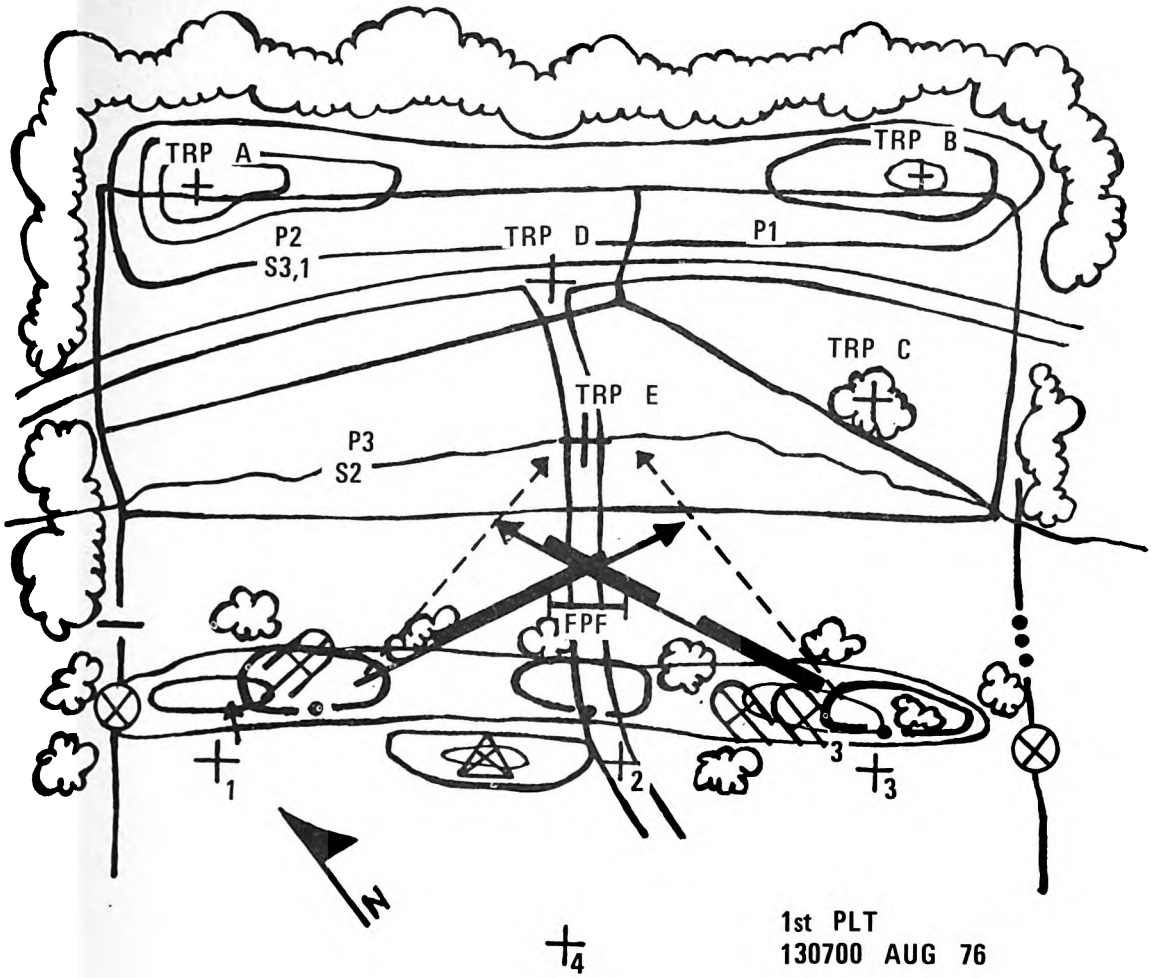
c. If the platoon has been allocated a FPF, it should be positioned across the most dangerous avenue of approach no farther than 200 meters forward of the platoon position. The company commander has final authority over placing artillery FPFs assigned, but he may ask for the platoon leader's recommendation.

5. Any obstacle that is located in your platoon area (stream, defile, dense woods, buildings, etc.) should be noted on the overlay.

6. Indirect fire targets (mortar and artillery) should be plotted in front of, on, and behind the platoon position. Initially they will be simply numbered since the actual target numbers will be assigned later. The location and number of each target is shown on the overlay. Additional information is given in the target list which is usually below the overlay.

7. The sample fire plan below incorporates all of the points listed above:



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TARGET LIST

TRP	DESCRIPTION	LOCATION	TARGET NO.	REMARKS
A	Hilltop	QL168473	AB....	
B	Hilltop	QL173470	AB....	
C	Rock Pile	QL169468	AB....	
D	RJ	QL170471	AB....	
E	Bridge	QL169470	AB....	
1	Assumed penetration	QL165468	AB....	
2	Assumed penetration	QL168465	AB....	
3	Assumed penetration	QL169464	AB....	
4	Assumed penetration	QL166460	AB....	

Figure 1. SAMPLE FIRE PLAN.

TASK NUMBER: 071-11B-5770

REFERENCES:

FM 7-7, The Infantry Rifle Platoons
FM 23-67, Machinegun, 7.62-mm, M60
TC 7-3-1, How to Defend with Mechanized Infantry and Light Infantry Platoons
TC 7-24, Antiarmor Tactics and Techniques for Mechanized Infantry

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TRAINING AND EVALUATION OUTLINE

TASK

COORDINATE WITH ADJACENT PLATOONS.

EVALUATION

CONDITIONS:

In a field environment, as a platoon sergeant/acting platoon leader, participating as part of a larger element in either an offensive or defensive operation.

STANDARDS:

Coordinate with adjacent platoons well enough to:

1. Insure no gaps exist between your platoon and the adjacent platoon.

2. Insure the fires of your platoon and the adjacent platoon are interlocking.

3. Insure, in the offense, that movement routes will allow mutual support by fire and/or maneuver.

TRAINING

1. After receiving the company order for either an offensive or defensive operation and during your planning phase, you must consider coordination with adjacent platoons. If you receive the order while all other platoon leaders are present, take that opportunity to coordinate as much as possible to avoid time-consuming delays later in the operation. While many of the details that must be coordinated will vary with the situation, the following two paragraphs contain the essential items that must always be coordinated.

2. In the offense, you must coordinate the following:

a. Lateral distance between all attacking elements.

b. Movement routes to insure mutual support by fire and/or maneuver can be maintained between the lead elements.

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c. Visual signals, such as arm-and-hand signals and pyrotechnics.

d. Radio call signs.

3. In the defense, you must coordinate the following:

a. Sectors of fire to insure no gaps exist and mutual support can be maintained.

b. Coordination points for later contact between subordinate units.

c. Obstacles used to fill any gaps that may exist between platoons. If the area is covered with obstacles, they must be covered by fire.

TASK NUMBER: 071-11B-5775

REFERENCE:

FM 7-7, The Infantry Rifle Platoons

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TRAINING AND EVALUATION OUTLINE

TASK

DIRECT PLATOON FIRES IN THE DEFENSE.

EVALUATION

CONDITIONS:

You are the acting platoon leader of a platoon which is defending against an attacking enemy force.

STANDARDS:

Direct platoon fires well enough to:

1. Control the opening of initial fire.
2. Control the rate and distribution of fire.
3. Shift fires to the most dangerous targets, as required.
4. Halt platoon fires, as required.

TRAINING

1. When the enemy attacks, your platoon will hold its position and will not withdraw except on order of the company commander. A successful defense depends on each element accomplishing its mission. During the attack, you must:

a. Control the platoon's fire. This includes the opening of initial fire, shifting of fire to the most dangerous target as required, and fire discipline.

b. Identify targets and request indirect fire to suppress or destroy targets.

c. Shift men and weapons within the platoon position, as required.

d. Keep the company commander informed.

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2. Controlling the opening of initial fire is done in stages, based, in part, upon the effective range of the weapons available. A typical sequence might be:

WEAPON	RANGE
Indirect fire	1000m plus
Dragon	1000m
M60 MG	1100m
M16	300m
M203	300m
LAW	200m

3. When an enemy force attacks, hold your platoon's small arms fire until it comes within effective rifle range (300m), or when it reaches a spot on the ground, such as a road, a stream, or an open area designated by the company commander as a fire-at-will line. Tell your squad leaders to open fire when the enemy reaches that line. If the company commander does not designate a fire-at-will line, you may establish one for your platoon or one for each separate squad, depending on the terrain. This line will assist you in placing effective surprise fire on the attacker. (The same procedure applies to antiarmor fires although the effective range will vary.)

4. Instruct and direct your squad leaders to engage, in order: enemy tanks, APCs, crew-served and automatic weapons.

5. If the enemy assault hits only part of the platoon front, the unengaged squads should shift their fires to that area. The team leaders and squad leaders who are unengaged must cover their own sectors to guard against enemy movement in that area.

6. Riflemen must be disciplined in the use of automatic fire. Experience confirms that semiautomatic fire is more effective than automatic fire. You must insure that your men understand that the most effective way to cover a target is by using systematic, semiautomatic fire - selective firing, making every shot count.

7. You must have a simple and effective means of controlling the fires of your platoon to insure your frontage is properly covered. Some examples are:

a. Standing operating procedures (SOP). SOPs are actions that your squad leaders and platoon members perform automatically without command. Their use eliminates many commands and simplifies your job of control, but they must be well understood by all members and thoroughly rehearsed during training.

b. Wire. When you have the time and equipment available, wire is an excellent means of communicating instructions to your squad leaders and key crew-served weapons. Remember, however, that wire is easily broken by artillery, small arms, grenades, etc., so you must insure that you have a back-up plan.

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c. Radio. Use of your squad radios will assist you in controlling your platoon during the battle. Insure, however, that you have an alternate plan in case of jamming or radio failure.

d. Oral. This is an effective method of control unless the squad leaders are too far away or the noise of battle makes it impossible to hear.

e. Prearranged signals. These are either visual or sound signals such as pyrotechnics or blasts on a whistle. These signals should be included in the company or platoon SOP and must be clearly understood by all platoon members.

f. Arm-and-hand signals. This is an effective method of control when the squad leaders can see you.

g. Personal contact. In many situations, you will have to move from squad leader to squad leader to issue instructions.

h. Passing orders from man to man. This is an effective method when the order is simple and time is not critical.

TASK NUMBER: 071-11B-5780

REFERENCES:

FM 7-1, The Rifle Squads (Mechanized and Light Infantry)
FM 7-10, The Rifle Company, Platoons, and Squads
FM 23-12, Technique of Fire of the Rifle Squad and Tactical Application
TC 7-3-1, How to Defend with Mechanized Infantry and Light Infantry Platoons

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TRAINING AND EVALUATION OUTLINE

TASK
DETERMINE TECHNIQUES OF MOVEMENT FOR MECHANIZED INFANTRY PLATOON.

EVALUATION

CONDITION:

As the platoon sergeant/acting platoon leader of a mechanized infantry platoon conducting movement to contact.

STANDARDS:

Determine and implement platoon movement technique well enough to:

1. Properly employ the correct movement technique, dependent upon the likelihood of enemy contact.

2. Insure proper dispersion is maintained between vehicles so that contact is made with the smallest force possible.

3. Be able to support the lead element by fire, maintain positive control, and achieve simplicity in organization and control.

TRAINING

The mechanized infantry platoon moves mounted until forced to dismount. It adjusts its technique of mounted movement to the likelihood of making contact with the enemy.

LIKELIHOOD OF CONTACT	TECHNIQUE OF MOVEMENT
Not Likely	**Traveling**
Possible	**Traveling Overwatch**
Expected	**Bounding Overwatch**

When using any of the three techniques of movement, terrain driving should be used, especially when contact is possible or expected. The platoon should use a route which affords the best use of available cover and concealment. The following terrain driving rules will reduce exposure to effective enemy fire:

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1. Use all available cover and concealment.
2. Never skyline.
3. Don't move directly forward from a defilade firing position.
4. Cross open areas quickly.

TRAVELING: Use the traveling technique (figure 1) when speed is important and contact with the enemy is not likely. The platoon moves on a column axis with an interval of 50 to 100 meters between vehicles, terrain permitting. The APCs are dispersed laterally about 50 meters, depending on the terrain. The platoon leader normally follows the lead squad to facilitate control. The platoon sergeant normally rides with the squad in the third APC where he can see the platoon leader and the trail APC. This is the best location from which he can assist the platoon leader in maintaining control of the platoon.

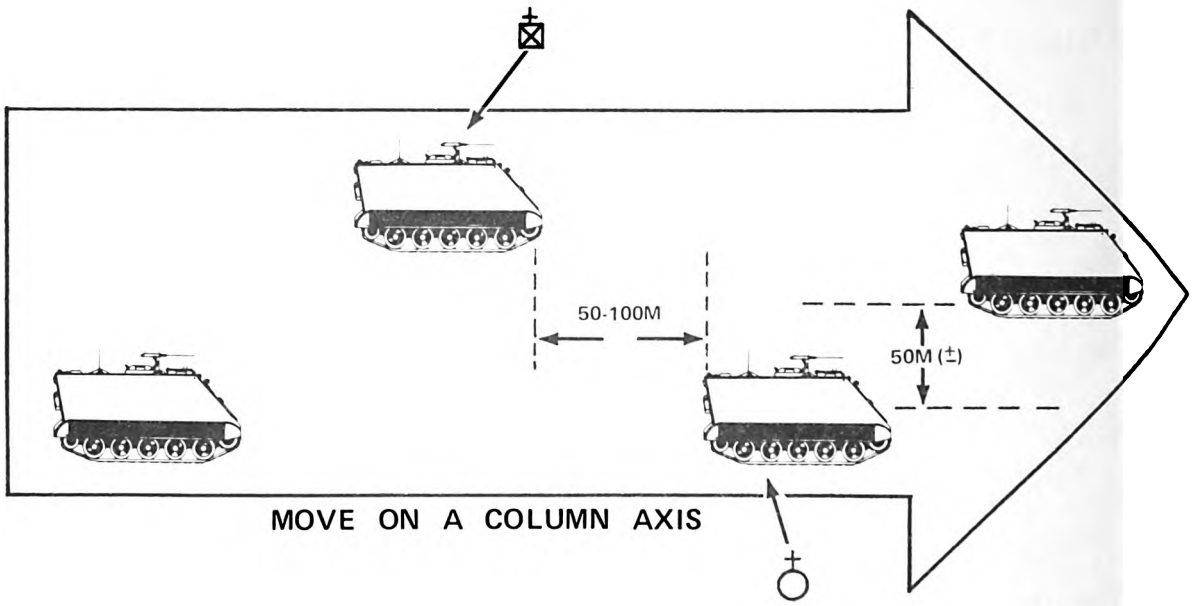

Figure 1. Traveling Technique.

TRAVELING OVERWATCH: Use the traveling overwatch technique (figure 2) when the likelihood of enemy contact is possible, but not expected. Precautionary measures are justified, but speed is desirable. The distance between the lead APC and platoon leader (second APC) is from 100 meters to a maximum of 400 meters, and the lateral distance between APCs is about 100 meters. These distances will vary based on terrain, visibility, and the requirement to support the lead APC by fire and/or maneuver. The

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distance between the lead APC and the platoon (-) must be enough so that fire directed at the lead APC will not prevent the platoon (-) from supporting it. Movement is continuous and maximum use is made of natural cover and concealment. Therefore, this is not a fixed "formation." The actual positioning of vehicles and distances between them will vary considerably. The platoon (-) keys its movements on the lead squad and will vary its rate of movement as required to maintain a proper distance. The lead squad may reduce its rate of movement to allow the platoon (-) to reduce the interval when visual contact may be lost. This technique lets the platoon find the enemy with the lead squad only, leaving the platoon (-) free to support the lead squad by fire and/or to maneuver against the enemy if contact is made.

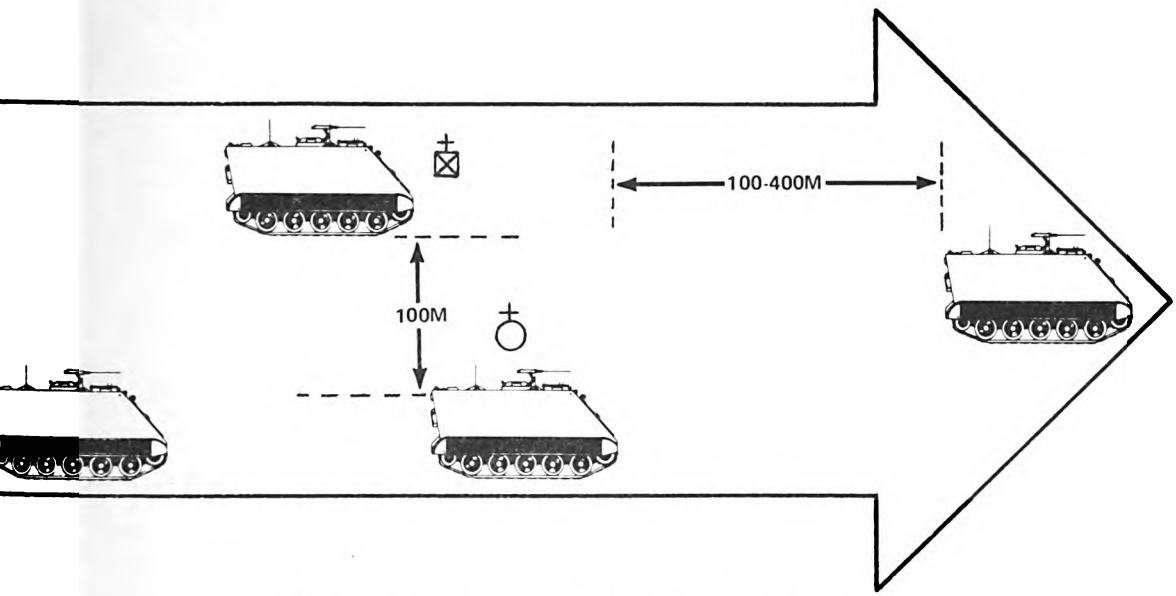

Figure 2. Traveling Overwatch Technique.

BOUNDING OVERWATCH: Use bounding overwatch (figure 3) when contact is expected. The basic pattern is as follows:

1. The Platoon (-). The platoon (-) covers the forward progress of the bounding squad from a covered and concealed overwatch position offering observation and fields of fire. It can immediately support the bounding squad by fire and/or maneuver if it makes contact. Part or all of the platoon (-) may be dismounted if required to support most effectively the bounding squad.

2. The Bounding Squad. If contact with the enemy is made, it normally will be by this single squad as it moves to and secures a position from which the platoon (-) will be able to overwatch the next bound. The length of each bound is closely tied to terrain and the ability of the platoon (-) to cover the squad as it moves to and occupies the new position. When it occupies the new position, the bounding squad dismounts personnel, if required, to provide security, better observation, or to man weapons.

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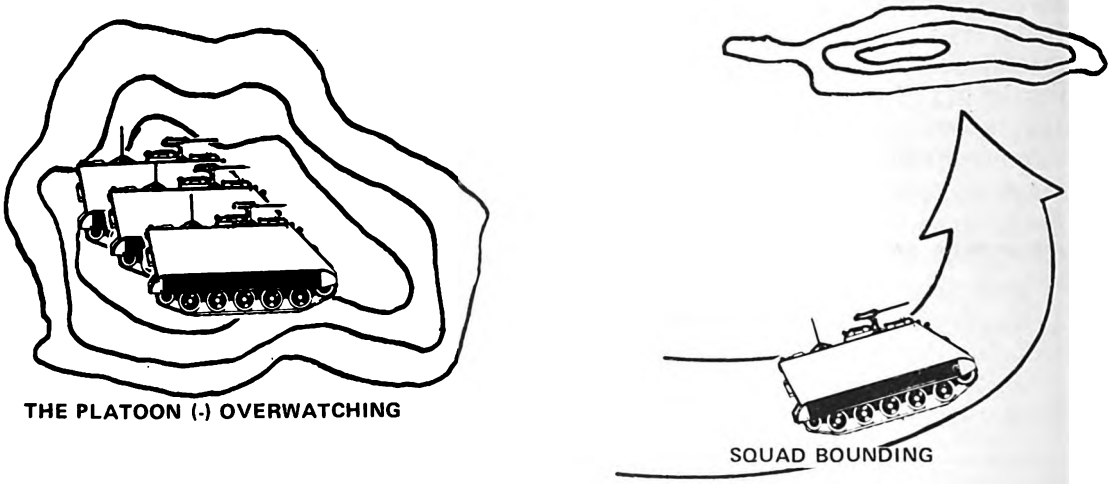

Figure 3. Bounding Overwatch Technique.

SUMMARY OF THE BASIC CONSIDERATIONS FOR MOVEMENT

1. **Make maximum use of** all available cover and concealment.

2. **Move on a column axis.** Remember that there are no fixed movement "formations." **Along the column** axis, the platoon as a whole, as well as **individual vehicles, move so as** to use all available cover and concealment.

3. **Make initial enemy contact** with a single squad.

4. **Insure positive control** by maintaining visual contact and issuing **clear, complete orders.**

5. **Maximize the mobility of** the APC (because bounding overwatch is the **slowest technique of movement**, use it only when absolutely necessary).

6. **When in the bounding** overwatch, always have at least one squad in **position to fire and/or maneuver** in support of the lead squad.

TASK NUMBER: 071-1iB-8220

REFERENCES:

FM 7-1, The Rifle Squads (Mechanized and Light Infantry)
TC 7-4, Mechanized Infantry Platoon

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TRAINING AND EVALUATION OUTLINE

TASK
DESIGNATE TACTICAL POSITIONS FOR APCs IN THE DEFENSE.

EVALUATION

CONDITION:

In a combat environment, given a mechanized infantry platoon moving into defensive positions.

STANDARDS:

Determine the best tactical position or combination of positions for each APC in your platoon so that each has cover, concealment, and a good field of fire.

TRAINING

1. To make maximum use of their increased firepower, armor protection, and mobility, the platoon's APCs are always integrated into the defense. They are positioned to add depth and additional firepower to the defense. APCs must be positioned just like soldiers to maximize cover, concealment, and fields of fire.

2. The tactical positions for combat vehicles are:

   a. Hide.

   b. Turret-Down.

   c. Hull-Down.

3. In the **Hide** position the vehicle is completely covered and concealed. From this position the vehicle moves to a **Hull-Down** position to shoot (figure 1).

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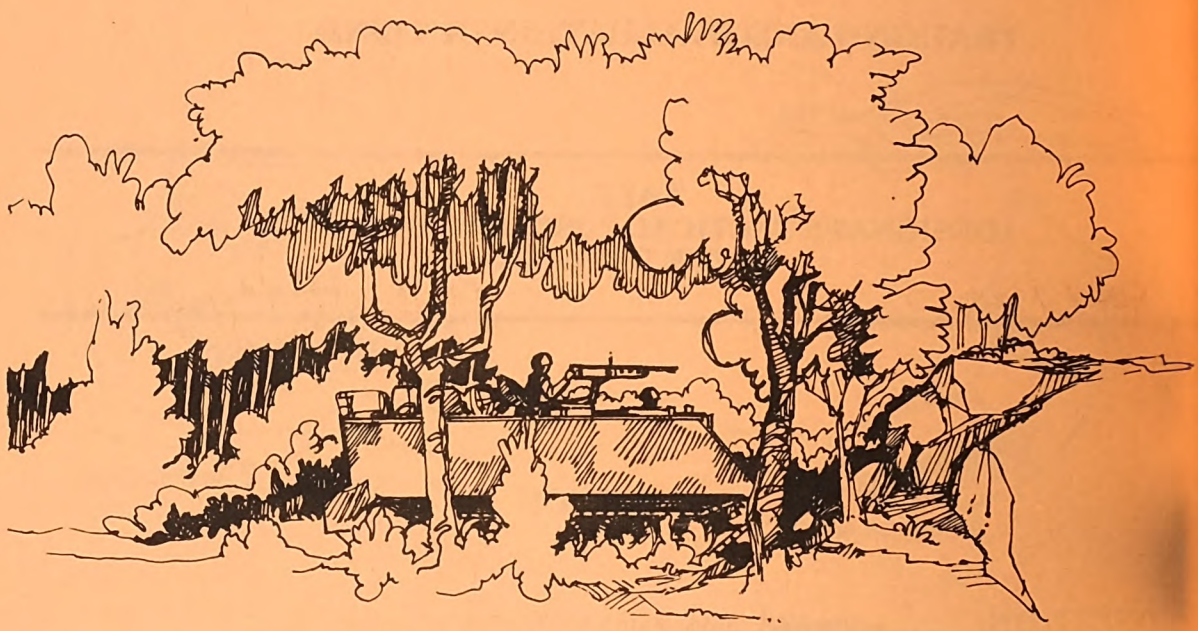

Figure 1.

4. From the **Turret-Down** position vehicles with turrets are completely covered from enemy fire, but an observer can see the field of fire from the turret (figure 2).

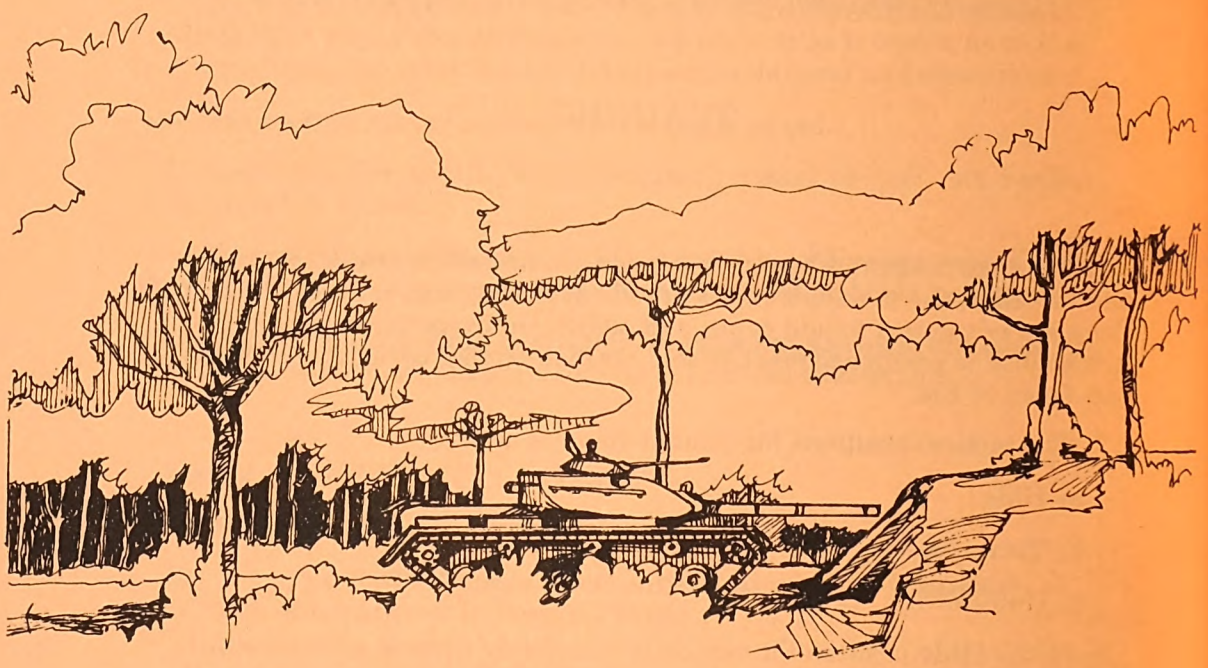

Figure 2.

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5. The **Hull-Down** position is a firing position in which the vehicle is covered from the enemy but the main gun has a clear field of fire (figure 3).

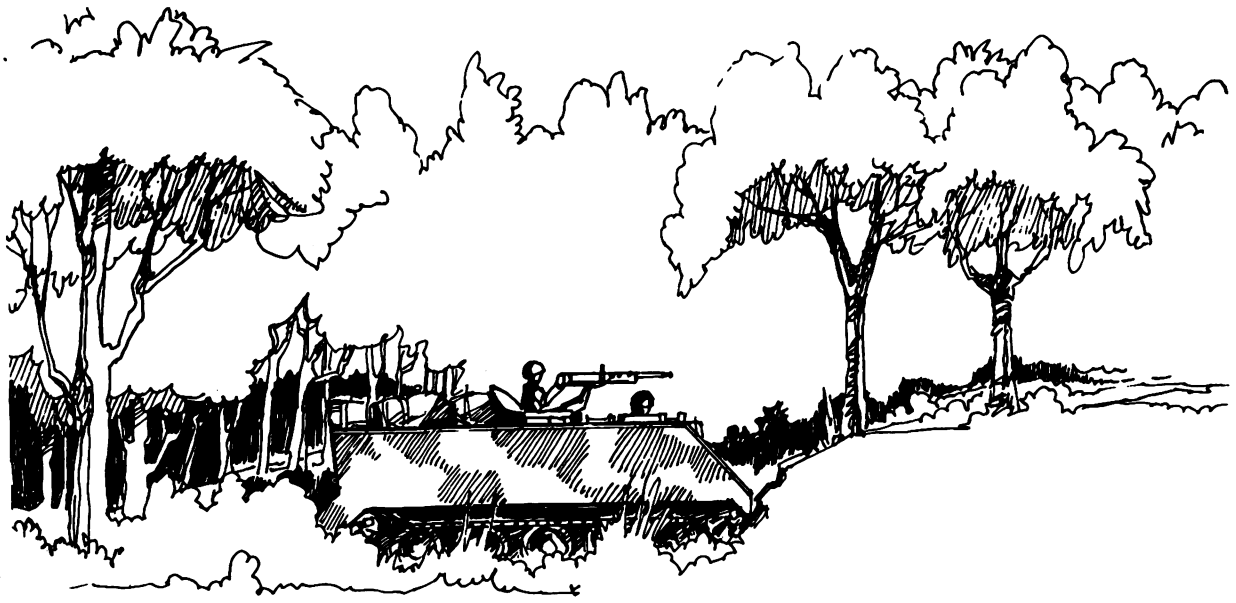

Figure 3.

6. Positions for APCs are selected to maximize the firepower and mobility of the carrier gun. The carrier mounted guns constitute the largest part of the platoon's firepower. They add flexibility to the defense by enabling the commander/leader to move this tremendous firepower to the most critical point on the battlefield. The APC can occupy the hide position and then, when a target approaches, quickly move to one of several firing positions from which it can best shoot that target. After firing, it may quickly move to an alternate or hide position to evade counter-fire. Routes are selected between positions which have cover for the vehicles while moving. If mechanized infantry must move from one defensive position to another, its armor and speed of movement protects it from enemy indirect fire during the move. Be careful not to destroy camouflage when moving into an area. Pick vehicle positions before moving into the area, then move the vehicles into positions. After insuring that they have been covered and concealed, have the squads remove or camouflage their track (tread) marks. These steps are required, if your positions are to be undetected from enemy aerial observation.

TASK NUMBER: 071-11B-8221

REFERENCES:

FM 7-1, The Rifle Squads (Mechanized and Light Infantry)
TC 7-3-1, How to Defend with Mechanized Infantry in Light Infantry Platoon.

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CHAPTER 2

LIGHT WEAPONS INFANTRYMAN

SECTION VIII
STAFF OPERATIONS AND ADMINISTRATION

TRAINING AND EVALUATION OUTLINES

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TRAINING AND EVALUATION OUTLINE

TASK
MONITOR OPERATIONS/MOVEMENTS OF SUBORDINATE UNITS.

EVALUATION

CONDITIONS:

During battalion combat operations, CPX, FTX, or peacetime contingency. Given: a copy of the OPORD, frag order, or movement order that designates the operation/movement; overlay or graph showing the scheme of maneuver/route of movement, phase lines, and critical points; a map; a watch; and AM/FM radio(s).

STANDARDS:

As a minimum:

1. Tactical operation/movement must be continuously monitored from initiation to completion.

2. Corrective actions must be accomplished when major deviations from the OPORD/movement order occur.

3. Supporting action must be implemented for subordinate units/elements that require assistance.

TRAINING

1. The primary functions of the S3 section at the battalion level are monitoring and coordinating operations and movements of subordinate units. The S3 section presents to the commander the current operation estimate of the situation and recommendations for the employment of organic, assigned, attached, and supporting combat and combat support units. The S3 section uses information provided by subordinate units, staff sections, and other tactical operation elements and insures the dissemination of this information to other sections of the command post.

2. The S3 section.

a. Maintains information on the status of subordinate units reporting directly to the battalion. The S3 section maintains only essential information required to insure control, e.g., knowledge of capabilities, commitment, availability, and effectiveness of subordinate units.

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b. Maintains information on the current status of barriers and obstacles. The location and extent of artificial and natural barriers, obstacles, and gaps are displayed in the command post. This information is provided by the S2, and supporting engineers. The S3 section receives reports of changes from subordinate units as they occur and provides the information to other command post (CP) elements.

c. Maintains information on the current friendly situation. The S3 section is the focal point within the battalion CP for information on the current friendly situation. The information is shown graphically on the friendly portion of the situation map. This information is maintained and displayed for use by all CP elements. The S3 section also portrays the latest information on the operation, to include boundaries, control measures, objectives, and location of all units.

d. Disseminates orders and information and monitors execution to insure compliance with the commander's concept and decisions. The S3 section disseminates orders and instructions directly to combat and combat support units.

e. Disseminates the commander's decisions, guidance, priorities, and allocation of resources. The S3 section disseminates to other CP elements the commander's decisions and guidance concerning conduct of the current operation and the establishment of priorities and allocation of resources. The extent to which the S3 section may act on its own initiative is prescribed by the commander.

f. Coordinates requirements for movement of combat and combat support units. Movements of combat and combat support units in the battalion operational area are coordinated with the S4. He supports movements in accordance with priorities recommended by the S3 section.

g. Prepares the maneuver portion of fragmentary operation orders. The S3 section, in close coordination with the S2 section, prepares portions of orders pertaining to the combat elements of the battalion. Other staff sections are provided this information to insure coordination of the combat support portion of orders.

h. Recommends the employment of organic, attached, or supporting combat and combat support resources. Recommendations are based on advice and recommendations from other battalion sections, liaison representatives in the command post, and subordinate unit commanders. Before it submits the recommendations, the S3 section coordinates to insure feasibility, availability of required combat support and combat service support, and interchange of information.

TASK NUMBER: 071-11B-8101

REFERENCES:

FM 7-20, The Infantry Battalions

FM 101-5, Staff Officers Field Manual

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE/POST DAILY STAFF JOURNAL.

EVALUATION

CONDITIONS:

During battalion combat operations, CPX, FTX, or peacetime contingency, given a unit SOP, DA Form 1594 (Daily Staff Journal/Duty Officer's Log), and pen, pencil, or typewriter.

STANDARDS:

During period specified by unit SOP:

1. Record events which affect your unit or staff section operations on DA Form 1594 (Daily Staff Journal/Duty Officer's Log).

2. Journal entries must:

a. Be posted immediately upon receipt/dispatch/occurrence of events.

b. Accurately and concisely describe the information received/dispatched on the event that occurred.

c. Specify actions that were taken upon receipt/dispatch of information on the event that occurred.

TRAINING

1. The journal is a permanent chronological record of reports and messages that have been received and transmitted, of important events, that have occurred, and of actions taken in response, covering a stated period (specified by the commander), usually 24 hours. Among the purposes for maintaining a journal are:

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a. To assist in the more efficient conduct of operations.

b. To provide a ready reference for the commander and staff and for higher and lower headquarters.

c. To serve as a permanent record for training matters, operational reviews, and historical research.

2. There are generally three methods of maintaining a journal: (1) Either the S1 maintains it for headquarters, (2) each staff section maintains a staff journal for that section, or (3) it is maintained as a combined staff section journal such as the S1/S4 staff journal and S2/S3 staff section journal. The commander of a brigade may prescribe the maintenance of one journal for the unit or require the maintenance of separate journals by each staff section.

3. Form and Contents.

a. Difference in size, organization, and missions of units and staff sections preclude rigid adherence to a model form of journal. The format of this example is provided by DA Form 1594 (Daily Staff Journal or Duty Officer's Log), figure 1.

b. Journal entries should reflect:

(1) An accurate and concise statement of the message, report, or event.

(2) A notation as to the sender or individual making the report, to include unit duty position or section, such as S3 1/29 Inf.

(3) The time of receipt or dispatch and method of transmission.

(4) Action actually taken (not intended) as a result, to include dissemination given to reports or information.

(5) The purposes, subjects, and conclusions of command conferences will be described briefly; command decision will be set down; plans will be summarized; all movements of units down to company, battery, and troop level will be described in such a manner as to enable their locations to be pinpointed and traced; all changes in unit status, i.e., activation, inactivation, redesignation, reduction to zero strength, and assignment.

(6) Liaison activities, training activation, weather, and other conditions influencing operations.

(7) Synopses of written, oral,electronic, and visual messages and orders will be entered and identified for future reference.

(8) At the close of each period a summary of important events and plans for the following period will be entered by the individual responsible for signing the journal.

(9) Following the summary, a legend of symbols used in action taken will be entered.

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(CLASSIFICATION)

DAILY STAFF JOURNAL OR DUTY OFFICER'S LOG For use of this form, see AR 220-15; the proponent agency is Office of Deputy Chief of Staff for Military Operations.				PAGE NO. 2	NO. OF PAGES 2
ORGANIZATION OR INSTALLATION S2/S3 1st Bn, 66th Inf	LOCATION VIALAN (NA928153)	PERIOD COVERED FROM HOUR 0001 DATE 04 Jan 71 TO HOUR 2400 DATE 04 Jan 71			

ITEM NO.	TIME IN	TIME OUT	INCIDENTS, MESSAGES, ORDERS, ETC.	ACTION TAKEN	INITIALS
7		1730	OPORD 6 issued 1730	T,F	RAS
8		1800	S3, 1st Bde notified – Tm A: Closed new assembly area vic NA938162 at 1755	M, S	PS
9		1800	S3, 1st Bde notified – Tm B: Closed new assembly area vic NA929150 at 1745	M, S	PS
10	1820		Bde S2 Air: Tac Air Recon reports trenches vic NA5252 NA5143, and NA5244 prepared but	M, S	PS
			unoccupied		
11	1825		S2 and S3 returned CP 1820		JC
12		1825	S3, 1st Bde notified – that all units TF 1–66 closed new assembly area vic NA932157 at	M, S	JC
			1820		
13	1915		S3, 1st Bde notified – 1–45th FA LO 4–100–mmAAguns located vic NA4747, 4–100–mm	M, S, Bde	JC
			AA guns located vic NA4843, 6–122–mm HOW located vic NA4741. Increased aggressor counter–		
			battery fire in brigade sector 1815–1915		
14		2340	Cdr Tm C: Cdr Tm C meet Cdr TF 1–66 at OP No 2 050530 Jan.	F	HMA
15	2355		S3, 1st Bde notified – Time of Div attack changed to 050830 Jan.	Cdr, S, T, F	RAS
			Summary: TF moved to assembly area in preparation for attack 050830. For details see OPORD 6. Plans		
			for next period: TF will attack to carry out mission of seizing high ground south of LE BAIR (NA931204).		
			LEGEND M – Situation Map S – Staff Disposition		
			T – Distribution to Troops F – File		

TYPED NAME AND GRADE OF OFFICER OR OFFICIAL ON DUTY	SIGNATURE
/t/FRANK A. COOCH, MAJ	/s/Frank A. Cooch

DA FORM 1 NOV 62 1594 PREVIOUS EDITION OF THIS FORM IS OBSOLETE. ☆ U.S. GPO: 1974–540-848/9244

(CLASSIFICATION)

Figure 1. S2/S3 daily staff journal.

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4. A journal file will be maintained and will contain material necessary to support the entries in the journal itself. The journal file will include copies of orders, periodic reports of the unit and its subordinate and attached units, available periodic reports of higher and adjacent units, messages, memoranda, conference notes, maps, overlays, firing charts of artillery units when applicable, personnel reports, ammunition expenditure reports, and other statistics and data considered appropriate.

a. When the journal is maintained by the S1 for the entire headquarters, he will establish a system for the receipt of items for inclusion in the journal sheet and journal file from other staff members.

b. The recommended system for maintaining the journal at brigade and battalion is the combined staff sections (S1/S4 Journal and S2/S3 Journal). Under this method, the combined journal sheets and journal file are turned over to the S1 at the end of the specified reporting period for consolidation and filing.

5. Disposition. Journals and journal files are records of permanent value, and will be disposed of in accordance with AR 340-18-2.

TASK NUMBER: 071-11B-8102

REFERENCES:

AR 220-15, Daily Staff Journal and Journal File
FM 101-5, Staff Officer's Field Manual, Staff Organization and Procedure

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TRAINING AND EVALUATION OUTLINE

TASK

ESTABLISH AND MAINTAIN S3 WORKBOOK.

EVALUATION

CONDITIONS:

As a battalion operations sergeant, given the SITREP format, pencil, journal file, written or oral orders, messages, conference reports, scissors, spot reports and a loose-leaf notebook.

STANDARDS:

As a minimum you must:

1. Establish and maintain the S3 workbook following the prescribed format.

2. Insure the workbook has been kept current and obsolete items have been removed or deleted.

3. Insure that information from incoming messages and reports has been entered in the workbook under appropriate heading and cross referenced.

4. Insure that each entry in the workbook based on an incoming message includes a reference to the journal serial number.

5. Insure that written remarks concerning informal evaluation of the information have been made.

TRAINING

Workbooks.

1. Workbooks are ready references for use in conducting current operations and in preparing reports. A staff section workbook is an index collection of information obtained from written or oral orders, messages, journal entries, and conferences. There is no firm format for the S3 workbook, however, the format of the SITREP (App H, FM 101-5) facilitates the recording of operational information.

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2. The S3 continually receives and provides information, prepares and submits reports and recommendations, and prepares plans. In accomplishing these tasks, you are concerned with a great amount of detail. To keep track of these details, you and members of your section must make pertinent written notes for use as reference.

3. Maintain the S3 workbook, to insure that notes are organized and easily found:

a. Establish a workbook (usually consists of a single pad or loose-leaf notebook) indexed so that notes can be classified according to subject and easily referred to.

b. Make all pertinent notes in appropriate section of this single workbook.

NOTE: Since a great deal of the content of these notes may be classified information, the workbook facilitates the security handling of recorded items.

4. The type of information which might be entered in the workbook is:

a. Notes of things to accomplish.

b. Items to be included in next Situation Report.

c. Items to be included in the next Combat After Action Report or Operational Reports - Lessons Learned.

d. Items requiring command emphasis.

5. The workbook is a temporary and informal record. When action is completed on an item, line out entry.

a. Destroy a page of the workbook that has been filled and all entries lined out.

b. Indicate information that is entered in the workbook that is obtained from the journal by preceding the entry with the journal item number, source, and time to be used for a ready cross reference.

6. The format for the S3 workbook will usually vary according to the type activity (tactical or nontactical) the unit is involved in and the S3's desires. Figure 1 shows a sample workbook form indexed to facilitate preparation of the Situation Report and Combat After Action Report/Operational Reports - Lessons Learned during tactical operations.

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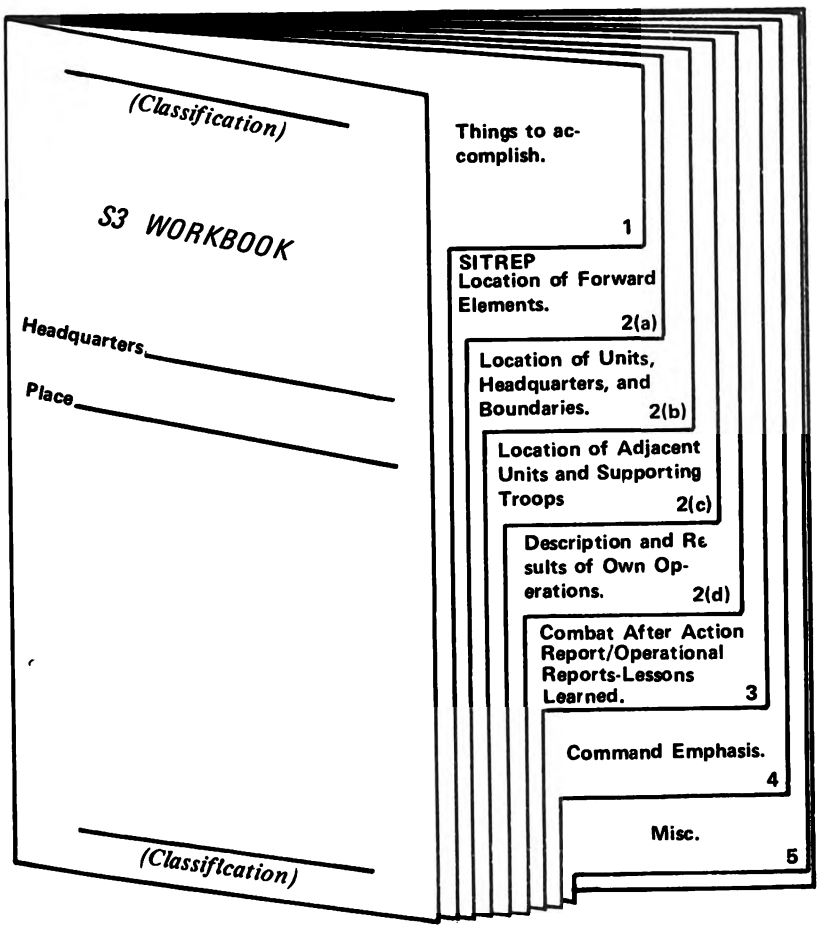

Figure 1. S3 Workbook.

TASK NUMBER: 071-11B-8103

REFERENCE:

FM 101-5, Staff Officer's Field Manual, Staff Organization and Procedure

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE AN OPERATION OVERLAY.

EVALUATION

CONDITIONS:

During battalion combat operations, CPX, FTX, and peacetime contingency, given a complete copy of an OPORD your unit is to execute, Commander's/S3's guidance (to include time available for preparation), overlay paper, tape, map of operational area, colored pencils (red, black, blue, green, yellow), #2 pencil, coordinate scale and FM 21-30.

STANDARDS:

Within the time specified by the commander the overlay must:

1. Be correctly identified by the map reference data, effective date and purpose.

2. Contain correct classification marking and downgrading instruction (if applicable).

3. Contain correct distribution instructions and proper authentication if distributed separately.

4. Be prepared in accordance with overlay techniques as outlined in chapter 4, FM 21-30, Military Symbols.

5. Be prepared with boundaries and unit locations plotted to within 50 meters; tactical/fire support control measures to within 25 meters.

TRAINING

1. **General.**

a. Overlay techniques involve the use of military symbols to portray in a condensed form the plans, orders, and information concerning a military situation/operation.

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b. FM 21-30 is the basic doctrinal publication covering authorized military symbols for use in US Army commands.

2. Relationship of overlay to written portion.

a. When the overlay and the written portion of the plan or order are separate documents -

(1) The overlay is an annex; it requires a heading and ending only when it is distributed separately.

(2) A reference to the overlay annex is contained within the written portion of the order.

b. When the overlay and any written portion of the order are on the same piece of paper -

(1) A single heading and ending serve both the overlay and the written portion.

(2) No reference to the overlay is required in the written portion.

3. Orientation.

a. Orient the overlay material over the map area to be annotated and, if possible, attach it to the map temporarily with tape.

b. Trace the grid intersections nearest the opposite corners of the overlay and label each with the proper grid coordinates (figure 1).

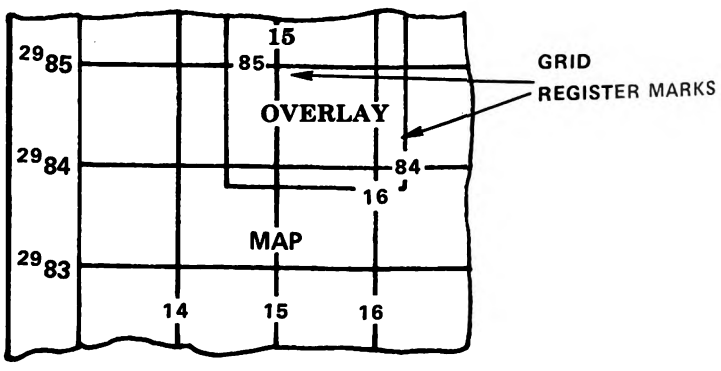

Figure 1. Registering the overlay.

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4. **Plotting of new detail.**

Colored pencils or markers in standard colors are used when available to plot any detail (para 3-2, FM 21-30), otherwise, plot the activities you wish to show with a pen or pencil that makes a lasting mark without cutting the overlay. Use standard topographic or military symbols where possible. Nonstandard symbols invented by the author must be identified in the legend on the overlay. Show only that detail with which the document is directly concerned.

5. **Marginal information (figure 2).** When all required detail has been plotted or traced on the overlay, the following information is printed as close to the lower right hand corner as detail permits:

a. Title and objective.

b. Time and date.

c. Map reference.

d. Author.

e. Legend - necessary only when nonstandard symbols are used.

f. Security classification.

g. Additional information.

CLASSIFICATION

TITLE: Location of Minefield
DATE & TIME OF INFORMATION:

MAP REFERENCE
Sheet Name:
Sheet No:
Map Series No:
Scale:

PREPARED BY

Name & Rank:
Organization:
Date & Time:

LEGEND
1. 3 Arty pieces, size unk, covering minefield and approach to the bridge

Figure 2. Margin.

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6. Overlay techniques.

a. Use of solid and broken lines. When the location of a unit installation or coordinating detail (for example, line of departure or boundary) is in effect and will continue, or is effective by the order being prepared, the appropriate symbol is shown by solid lines. The symbol indicating any proposed or future location or coordinating detail to become effective at a later time, will be shown by broken lines. An exception to this rule, the No Fire Line (NFL) is always a dashed red line.

b. Boundaries.

(1) Boundaries are used to delineate areas of responsibility. In the offense, these are referred to as zones of action. In the defense and retrograde operations, they are referred to as sectors of responsibility. When described orally, lateral boundaries are described from rear to front in the offense and from front to rear in the defense and retrograde.

(2) Rear boundaries are used when the area of responsibility for forward units must be precisely defined. When a rear boundary is not delineated, the rear limit of a unit's area of responsibility is determined by visualizing a rear boundary drawn preferably along a natural terrain feature, generally parallel to the front, and connecting at the rearward limit of the unit's lateral boundaries.

(3) If a rear boundary is shown, the size indication along the boundary corresponds to the smaller unit. Arm or branch are shown when required to prevent confusion.

EXAMPLE:

(4) Desirably, boundaries are drawn along terrain features easily recognizable on the ground, and are situated, if possible, so that key terrain features, avenues of approach, and rivers are wholly inclusive to one unit. They are shown by a solid line if presently in effect or made effective by the order being prepared. Their use is based on the techniques and tactics peculiar to the type of tactical operation in which they are used.

(5) Future or proposed boundaries are shown by a broken line and labeled to indicate the effective time if appropriate.

EXAMPLE:

EXAMPLE:

EFF 171230 SEP

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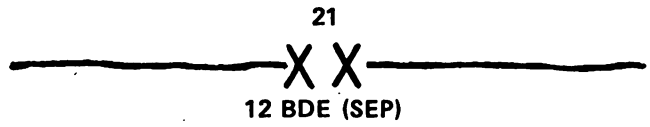
(6) A symbol is placed on the boundary to show size and designation of the highest echelon that have the boundary in common.

(7) If the units are of unequal size, the symbol of the higher unit is shown and the designation of the lower is given completely to show its size (except rear boundaries).

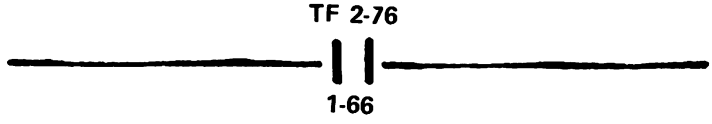
EXAMPLE: Boundary between 21st Inf Div and 12th Inf Bde (Separate).



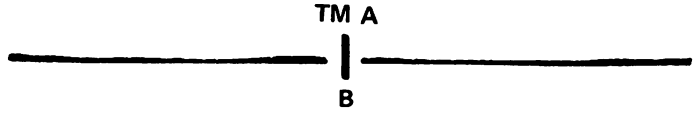
(8) On overlays or sketches accompanying written or oral orders that specify task organization:

(a) Unit designations on battalion boundaries will indicate the numerical designation. If the battalion is organized into a task force, the letters "TF" will precede the numerical designation. A unit symbol is identified as a task force by placing the symbol ⌐¬ over the unit size designation. (⌐✉¬) Company boundaries will be labeled with the appropriate letter unless the company is organized into a team. In the latter case, the boundary will be labeled with the abbreviation "TM" and the letter designation or a code name. On other boundaries, only the unit designations for clarity are required. Branch designations may be added when necessary for clarity. When unequal size units have a boundary in common, the designation of the smaller unit is spelled out.

EXAMPLE: Boundary between a task force under the control of the commander of the 2d Bn (Mech), 76th Infantry (TF-2-76) and the 1st Bn, 66th Inf.



EXAMPLE: Boundary between a team under control of the commander of A/22-77 (TM A) and B/2-77.



(b) Since the parent unit designated is shown on boundaries, organic subordinate unit and activity symbols within these boundaries need not indicate the parent unit.

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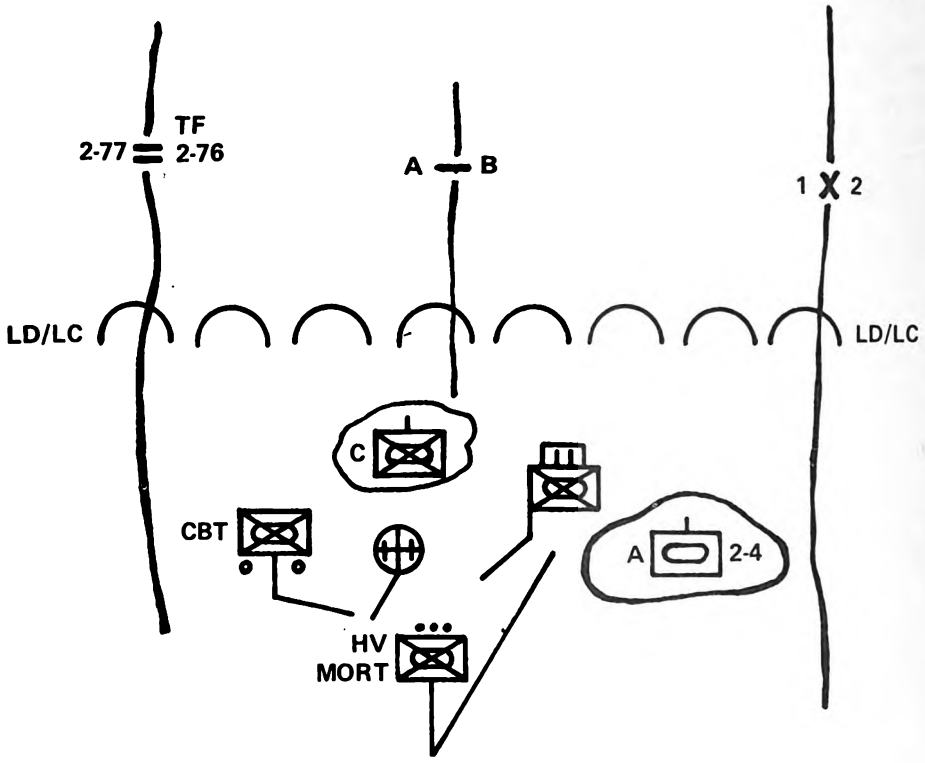
EXAMPLE:



c. Axis of advance.

(1) An axis of advance arrow should extend only as far as this form of control is essential to the overall plan. Normally, it is depicted from the LD to the objective following an avenue of approach. It indicates that the commander may maneuver his forces and place his fires freely to either side of the axis, to avoid obstacles, to engage the enemy, or to bypass enemy forces of such strength that could not threaten his security or jeopardize the accomplishment of his mission. The commander insures that such deviation does not interfere with adjacent units, that his unit *remains* oriented on the objective, and that the location and size of the *bypassed* enemy forces are reported to higher headquarters. Boundaries may be assigned as an additional control measure when using the axis of advance if the situation so dictates.

(2) A commander need not employ his unit in a single column on his assigned axis; he may designate the assigned axis as the axis of advance for one maneuver unit and designate an additional axis for another maneuver unit, or he may designate two axes of advance following, generally, the assigned axis. Care must be exercised in assigning additional axes to minimize the possibility of interference with adjacent units.

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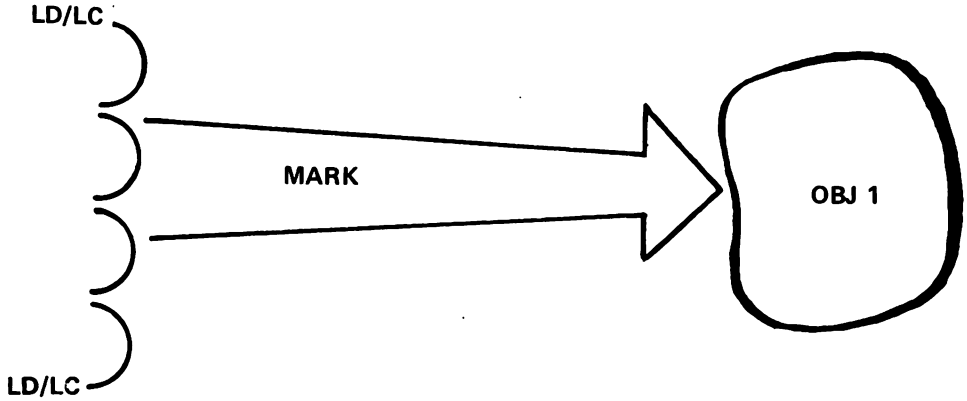
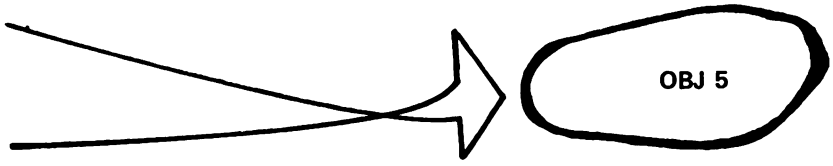
(3) In armor and mechanized operations, this control measure is most frequently used against light, disorganized or discontinuous enemy resistance, such as may be encountered in the exploitation or pursuit, and where the need for a closely coordinated attack does not exist.

(4) The technique of depicting an axis of advance is shown below.



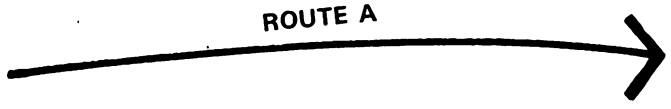
(5) To differentiate between a ground axis of advance and an air assault axis of advance, a twist is placed in the shaft of the open arrow symbolic of a propeller.



d. Route of march.

(1) Arrows are used to show route of march. They should be labeled with the word "ROUTE" and a number, letter, or name designation.

(2) A route of march will usually be designated for short tactical moves.



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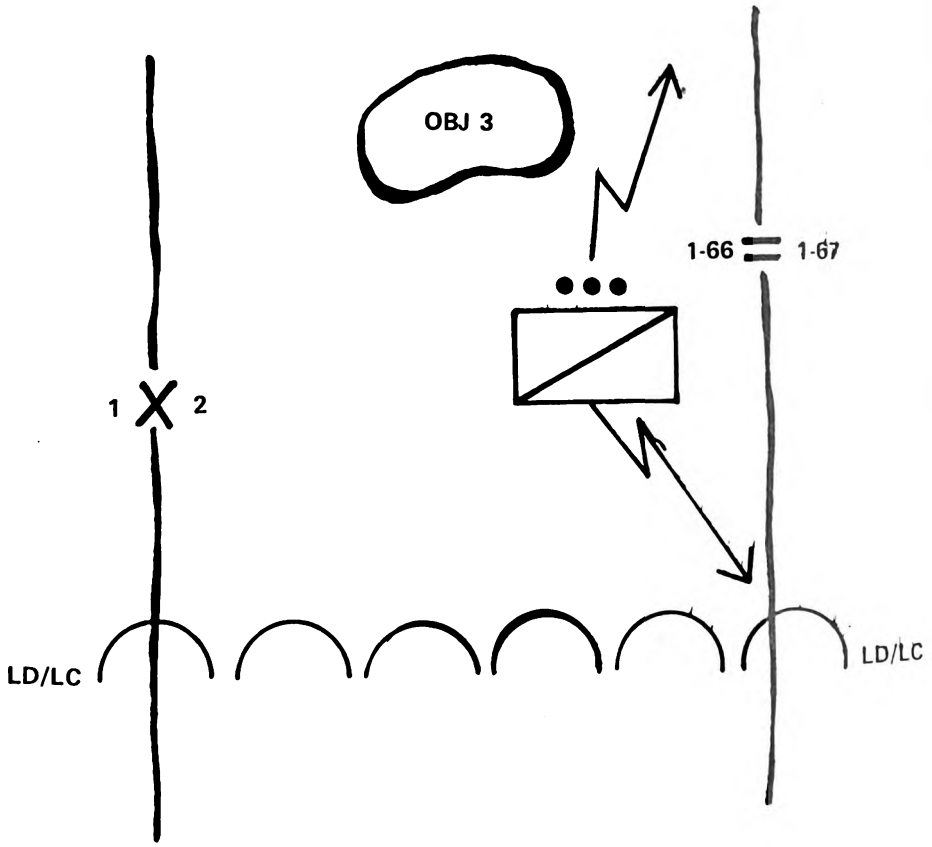
(3) If start points (SP) and release points (RP) are used in conjunction with a route of march, the following graphic portrayal will apply.

e. Graphic portrayal of units assigned a security mission.

(1) The following symbol may be used to show the general location of a unit with a security mission.

(2) The arrows indicate generally the terrain over which the unit will operate and the farthest extension of its mission.



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(3) The primary security mission will normally be depicted on an operation overlay; however, secondary/proposed missions will not be depicted on an overlay.

(4) The specific mission of the unit (e.g., "Screen the battalion right flank from rear of A Co to LD initially, then to rear of B Co") **must** be included in the body of the order. In some cases, particularly in defensive situations, coordinates may be required to clearly indicate the limits of the security mission.

(5) If a reconnaissance unit is given a zone in which to attack or a sector to defend, its zone of action or sector is shown by the use of symbols on the boundaries in the conventional manner.

f. Graphic portrayal of supply routes.

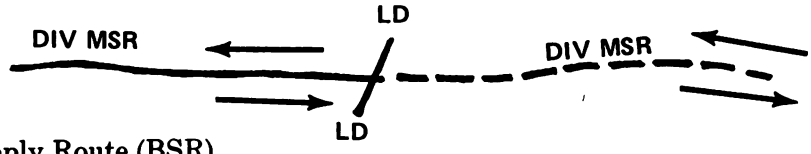
(1) Main supply route (MSR). The main supply route is defined as: "The route(s) designated within an area of operations upon which the bulk of traffic flows in support of military operations." **NOTE: The term MSR is not used below division level.**

(a) In the defense, division will extend the MSR forward to the rear boundary of the forward brigade(s). The brigade BSR will extend from the division MSR to the brigade trains area and may be further extended to a point at the rear of the forward battalion defense sectors. The battalion SR will extend from the brigade BSR to the battalion combat trains area and may be further extended to a point at the rear of the forward company defense sectors.

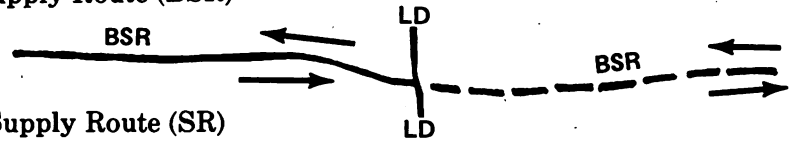
(b) In the offense, the proposed SR may be shown forward to the objective, or as far as the S4 can visualize the combat service support for the operation. Forward of the LD, it is shown as a broken line.

(2) The symbols to be used by division, brigade, and battalion to depict the MSR are as follows:

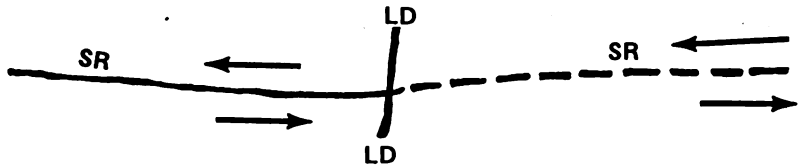
Division Main Supply Route (MSR)



Brigade Supply Route (BSR)



Battalion Supply Route (SR)



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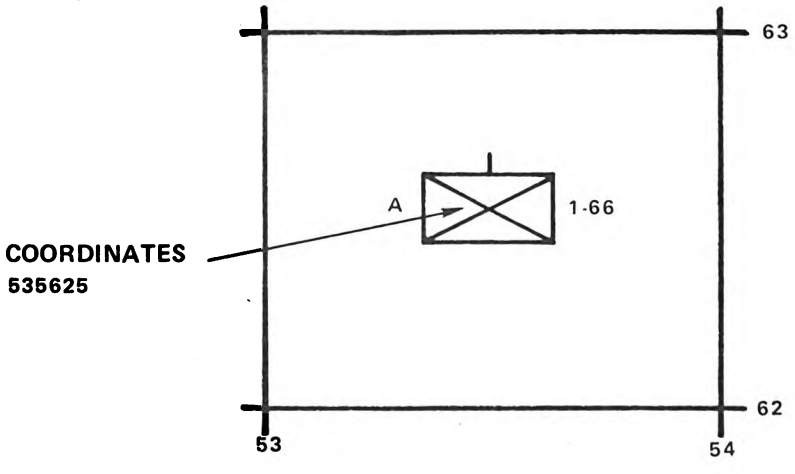
(3) At battalion and brigade level, combat service support facilities may be depicted on the operation overlay or their locations disseminated by the S4, as appropriate.

g. Graphic portrayal of a unit location.

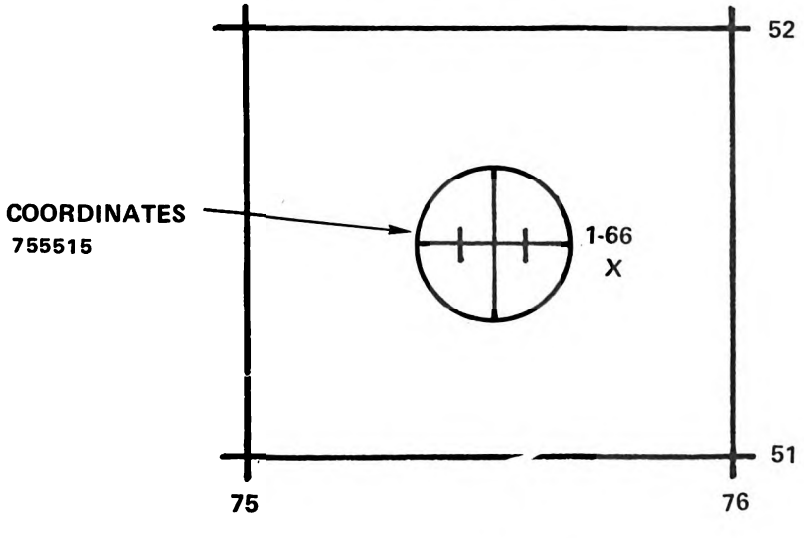
(1) To show the location of a unit on a map or overlay, the symbol should be drawn so that the center of the symbol corresponds with the coordinates at which the unit is located.

EXAMPLE:



(2) To show the location of a trains area, observation/listening post or a logistical activity, the center of the symbol also should correspond with the coordinates at which the element is located.

EXAMPLE:



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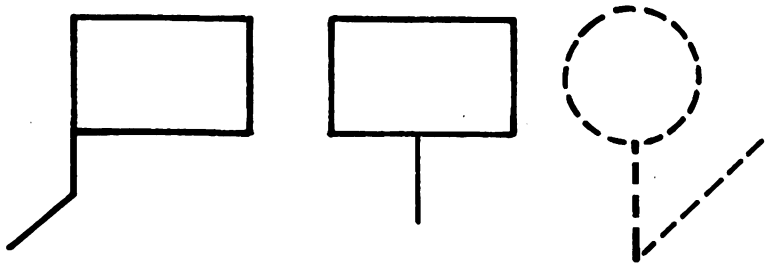
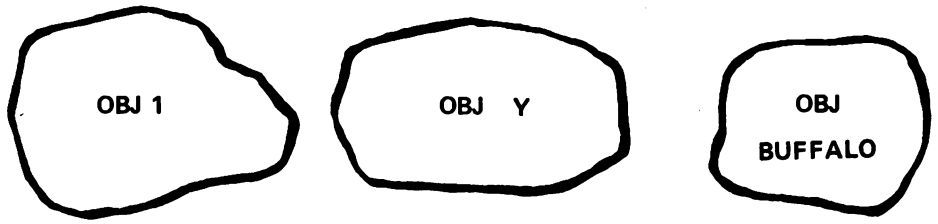
(3) The Offset technique is used to preserve clarity when space limitations preclude normal placement of symbols. Offset staffs may be "bent" as required. The offset staff is dashed for future or proposed locations. Offset staffs extend vertically from the bottom center of the symbol (except for CPs) and the end of the offset staff indicates exact locations of CPs and aid stations and **center of mass** for other units or installations.



h. Offense

(1) Objective.

(a) Each objective is identified by the abbreviation "OBJ" and a number, letter, or name designation.



(b) An objective assigned by higher headquarters may be given entirely to one subordinate unit or it may be divided. If divided, the objective may be shown graphically as separate objectives and numbered accordingly, or it may be divided into two objectives by a boundary line.

(2) Boundaries.

(a) Lateral boundaries are used to establish zones of action of units in the offense and to control fires and maneuver of adjacent units. **(NOTE: A commander need not clear his zone of action unless directed to do so.)** They should extend forward beyond the objective(s) at least to the depth necessary for coordination of fires in the seizure and consolidation of the objective(s). They should extend rearward to the extent necessary to insure that sufficient space is provided for the force concerned, to include its administrative installations. The rearward extension of a lateral boundary indicates the rear limit of a unit's territorial responsibility.

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(b) Rear boundaries normally are not drawn at battalion level. However, rear boundaries may be drawn if responsibility for such matters as rear area security must be clearly defined.

(3) Line of departure.

(a) The line of departure serves as a control measure to coordinate the advance of the attacking units.

(b) Desirable characteristics.

1. Clearly defined on the ground and on the map.
2. Approximately perpendicular to the direction of attack.
3. Under control of friendly units.

(4) Line of Contact.

(a) When units are in contact with the enemy, the front line will be shown as a series of arcs and the ends of the arced line will be labeled "LC."

(b) If the line of contact is used, it will be marked: LD/LC.

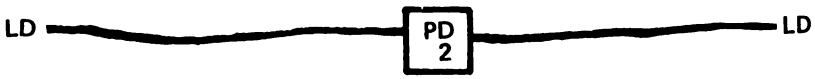
EXAMPLE:

(c) If the line of contact is not used, the line of departure will be shown by a solid line marked: LD.

EXAMPLE:

(d) The line of departure will be marked on **both** ends.

(e) Points of departure are normally shown along the LD for a night attack.



(5) Direction of attack arrows. This control measure is used when the commander desires to specify the direction of the attack over which the center of mass of a subordinate unit must move in order to insure the accomplishment of a closely coordinated plan of maneuver (for example, in

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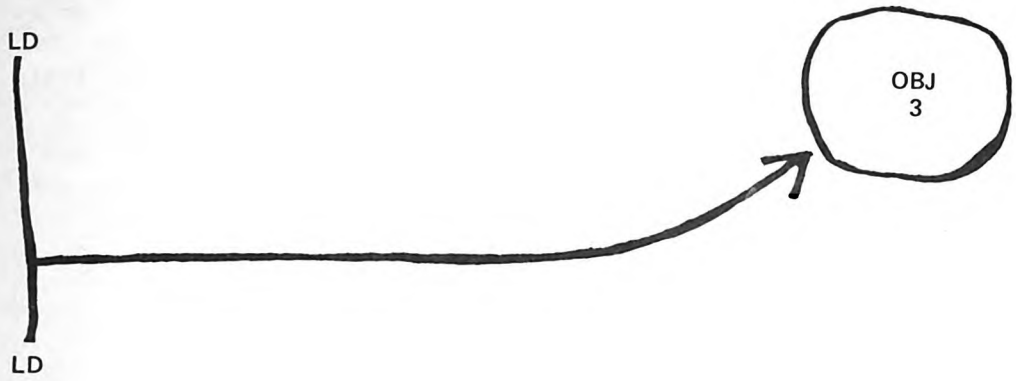
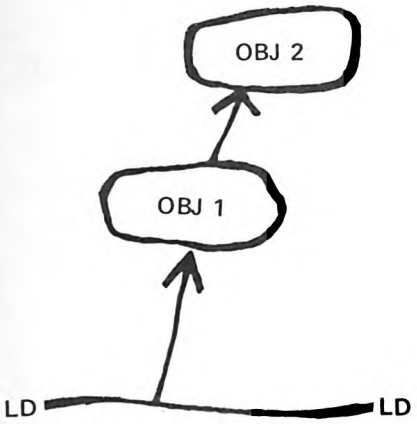
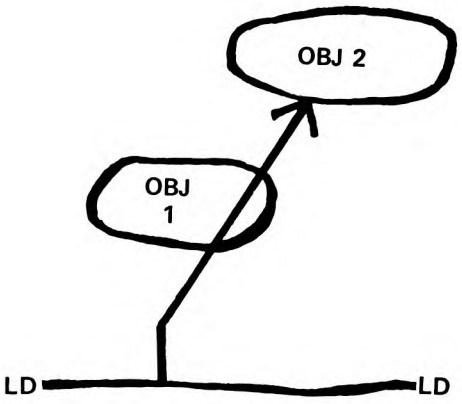
a night attack or counterattack). A direction of attack arrow should extend from the line of departure to the objective and is not labeled.



(a) The arrow should be used only where necessary because it restricts the maneuver of the subordinate unit.

(b) When a unit is directed to seize successive objectives with its main attack along a certain line, either one arrow extending through the objectives to the final objective or a series of arrows connecting the objectives may be used.





(c) The size of the arrow does not indicate whether the subordinate unit is making the main or a supporting attack for the command as a whole.

(6) Location of units.

(a) The locations of attacking units are normally indicated by boundaries (and command post symbols when the locations of the CPs are known) or by unit symbols.

(b) The location of the reserve is indicated on the operation overlay by an assembly area symbol and by a command post or unit symbol.

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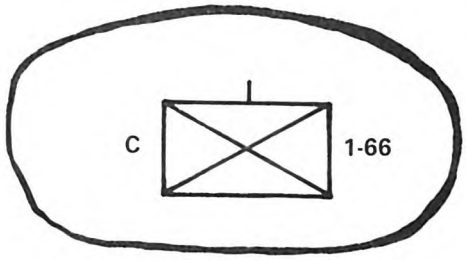
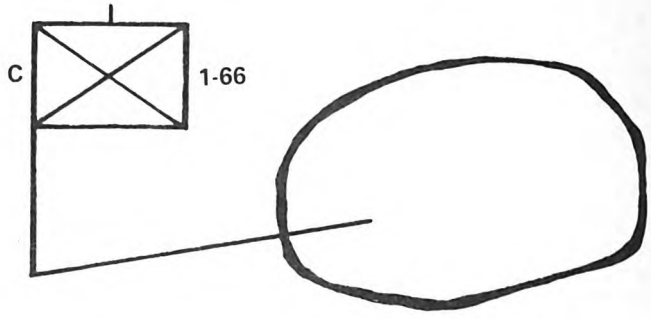
(c) Graphic representation of reserve in the offense.

1. Reserve location C/1-66.



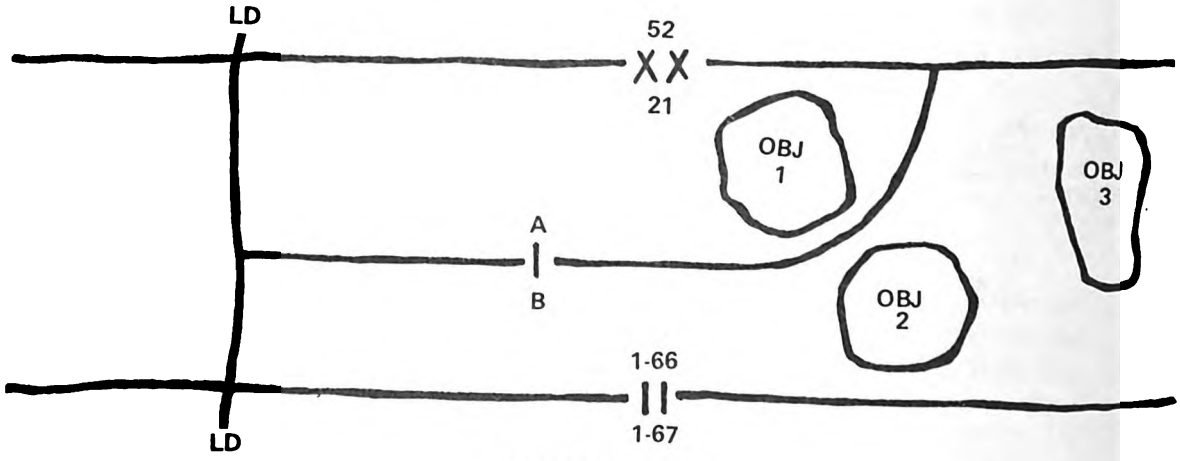
2. Command post C/1-66 (Reported).



(7) Pinching out a unit.

(a) This type operation is indicated by drawing the boundary across the front of the unit, usually along a well-defined terrain feature such as a stream, ridge, or highway.

(b) The following example indicates that Co A will be pinched out after seizing Obj 1; Co B will seize Obj 2 and continue the attack to seize Obj 3.



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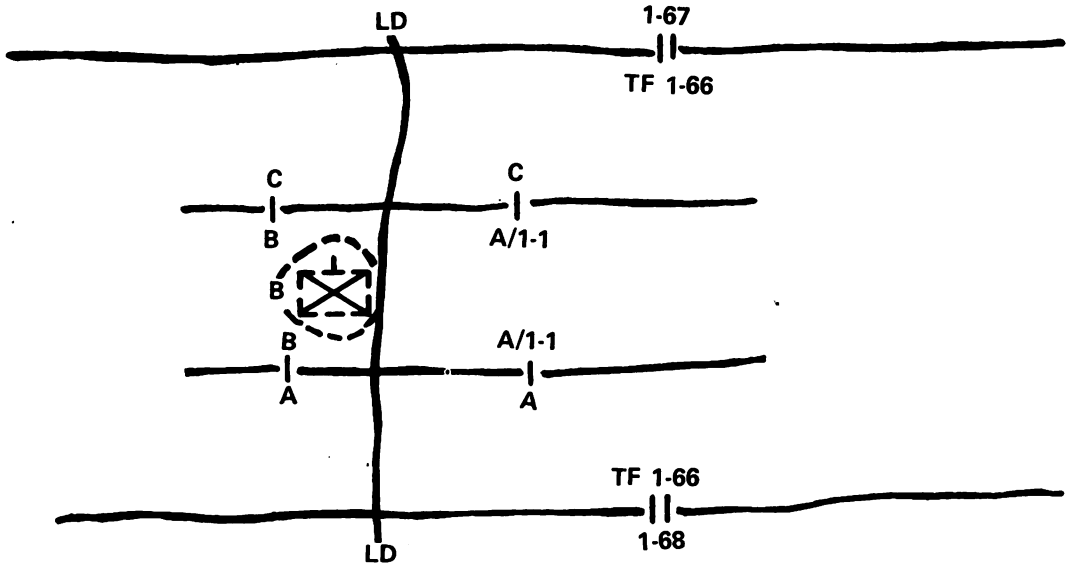
i. Relief in place or passage of lines.

(1) There is no symbol for a relief in place or passage of lines. Graphics on the operation overlay are used to depict the plan of operation and will not necessarily reflect the situation existing at the time the order is issued.

(2) An example: Passage of lines - Co A, 1st Bn, 1st Armor is to pass through Co B to continue the attack. Co B is to assist passage and revert to battalion reserve on order.



Written operation order example:

B/1-66.

(a) Assist passage of A/1-1 Armor.

(b) Bn reserve; on order, occupy assembly area vicinity . . .

NOTE: The assembly area symbol for B/1-66 is shown by a broken line indicating that it will be occupied by B/1-66 sometime after the attack is launched.

(3) An example: Relief in place - Co A is to relieve Co B prior to continuing the attack. Co B is to revert to battalion reserve. This example presupposes that subordinate commanders are aware that Co B is in contact at the time the order is issued.

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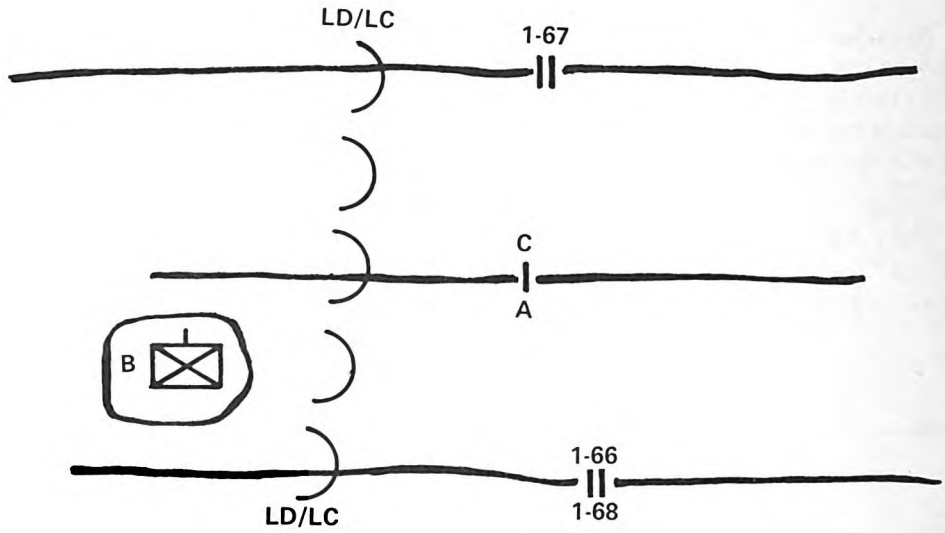
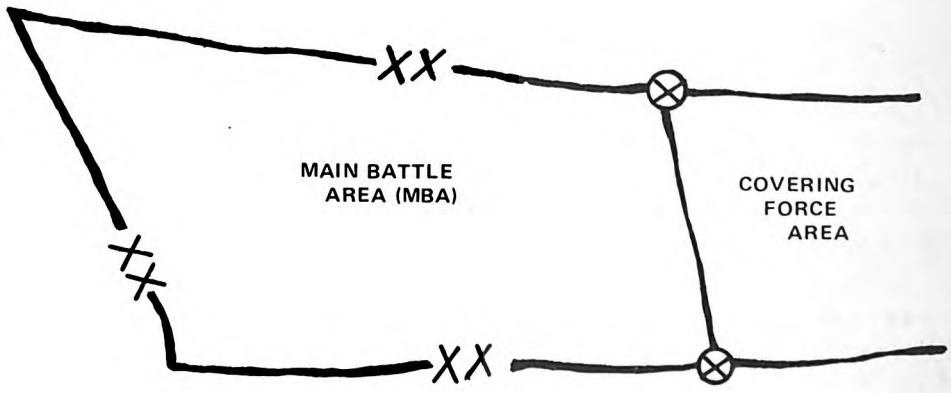


NOTE: The assembly area for Co B is shown by a solid line indicating that it is occupied prior to the time the attack is launched. The assistance provided Co A by Co B must be specified in the written portion of the order.

j. Defense.

(1) The defensive battlefield is organized into the covering force area and the main battle area.



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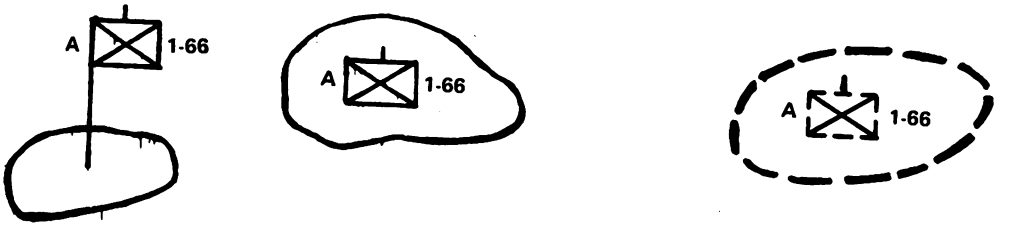
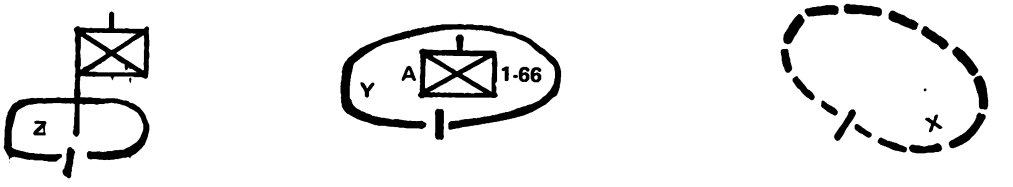
(2) Reserve unit locations. Reserve units of a force assigned a defense position or battle position are normally shown by a line enclosing the area occupied or to be occupied, i.e., a "goose egg." These positions may be numbered or lettered for convenient reference.

(a) Occupied and unoccupied reserve company assembly area (reserve location):



(b) Occupied and unoccupied reserve company blocking position:



(3) Coordinating points.

(a) Coordinating points are designated on boundaries as specific points for coordination of fires and maneuver between adjacent units. They are indicated whenever a boundary crosses the FEBA and should be indicated whenever a boundary crosses the covering force. Coordinating points are also used where delay lines and internal boundaries intersect.

(b) Coordinating points should be located at some terrain feature easily recognizable both on the ground and on a map. Their location on a boundary indicates the general trace of the FEBA (Forward Edge Battle Area). Covering force or delay line (DL) as visualized by the commander who designates them.

(c) The symbol for a coordinating point is: ⊗ The symbol is labeled as appropriate. For example:

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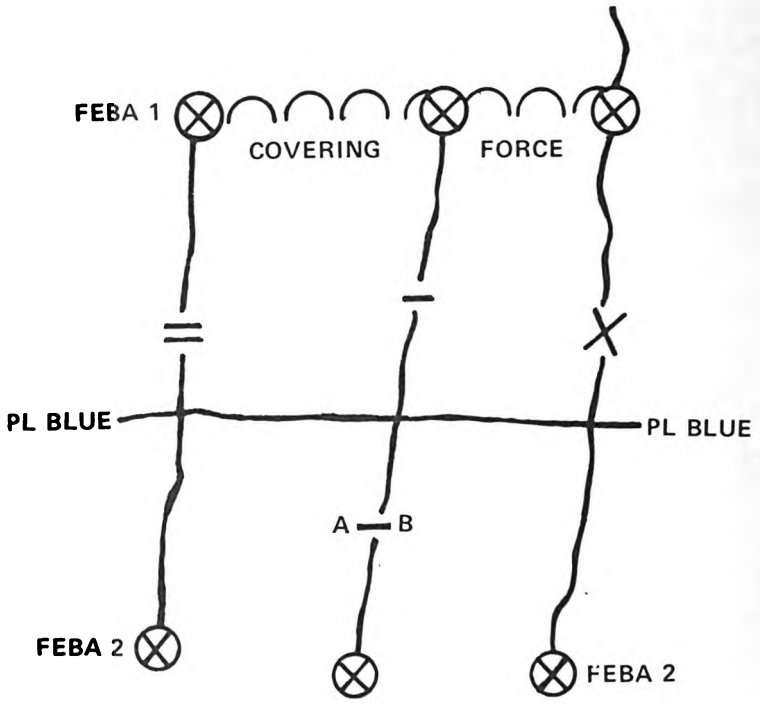
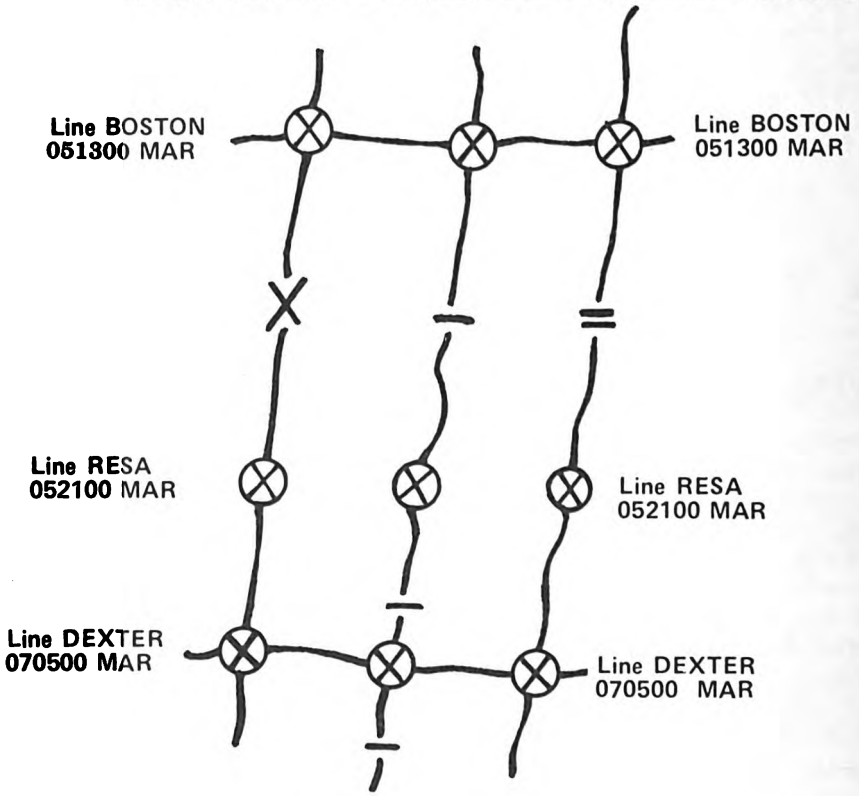


NOTE: When graphically depicting a delay, a series of delaying positions are used. For reference purposes the lines are given code names, e.g., line BOSTON, line RESA and line DEXTER.



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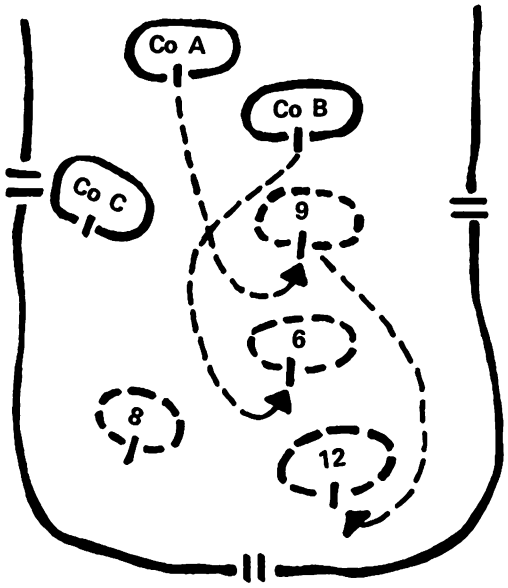
EXAMPLE: Delay from specified position.



NOTE: Use of solid and broken lines. When the location of a unit installation, or coordinating detail (for example, line of departure or boundary) is in effect and will continue or is effective by the order being prepared, the appropriate symbol is shown by solid lines. The symbol indicating any proposed or future location or coordinating detail to become effective at a later time will be shown by broken lines. An exception to this rule, the NO FIRE LINE (NFL) is always a dashed red line.

k. **Checkpoints.** Checkpoints, shown graphically by a circle with a number, letter, or code word inside, are easily recognizable terrain features or objects such as crossroads, churches, long buildings, stream junctions, hills, bridges, and railroad crossings.

These checkpoints may be selected throughout the area of operation. By reference to these points, the subordinate commander may rapidly and accurately report his location, or the higher commander may designate objectives, boundaries, assembly areas, phase lines, etc., to his subordinate commanders (example: (3)).

l. **Contact points.** Contact points, shown graphically by numbered squares, are designated at points between units where the commander desires the units to make physical contact. Contact points may also be used to delineate areas of responsibility in specific localities when boundaries are obviously unsuitable; e.g., between elements of a flank guard (example: [2]).

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m. **Passage point (PP).** A passage point, shown graphically by squares with the letters PP and the number or letter designation of the passage point within the squad (example: PP 4), may be designated along the line of departure or the FEBA of the unit being passed through. The passage point(s) will be located where the commander desires subordinate units to physically execute the passage of lines.

TASK NUMBER: 071-11B-8110

REFERENCES:

FM 7-20, The Battalion (Infantry, Airborne, Air Assault, Ranger)
FM 21-26, Military Map Reading
FM 21-30, Military Symbols
FM 101-5, Staff Officer's Field Manual, Staff Organization and Procedure

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TASK
PREPARE/UPDATE ENEMY/FRIENDLY SITUATION MAP.

EVALUATION

CONDITIONS:

During battalion combat operations, CPXs or FTXs, given a mounted acetate-covered mapboard, grease pencils (red, black, blue, green, yellow), coordinate scale, spot reports, situation reports, current up-to-date S2 and S3 workbooks, complete copy of battalion operation order which the unit is presently executing, and FM 21-30, Military Symbols.

STANDARDS:

1. Within 30 minutes:

a. Post all available locations/traces of friendly and/or enemy units/elements to within 50 meters.

b. Post critical points and tactical/fire support control measures to within 25 meters.

2. Upon receipt of situation and spot reports, post information within 5 minutes to the same degree of accuracy as above.

TRAINING

Situation Map:

1. The situation map is a graphic representation of the known enemy situation, and the current tactical, administrative, and logistical situation of the unit.

2. Maintenance of the situation map at brigade and battalion levels is usually a joint S2/S3 action while at higher levels a separate situation map is maintained by each section. The friendly situation is basically the responsibility of the S3 while the enemy situation is basically the responsibility of the S2. During operations, personnel from either section may plot friendly or enemy entries on the situation map and perform other processing functions (see figure 1).

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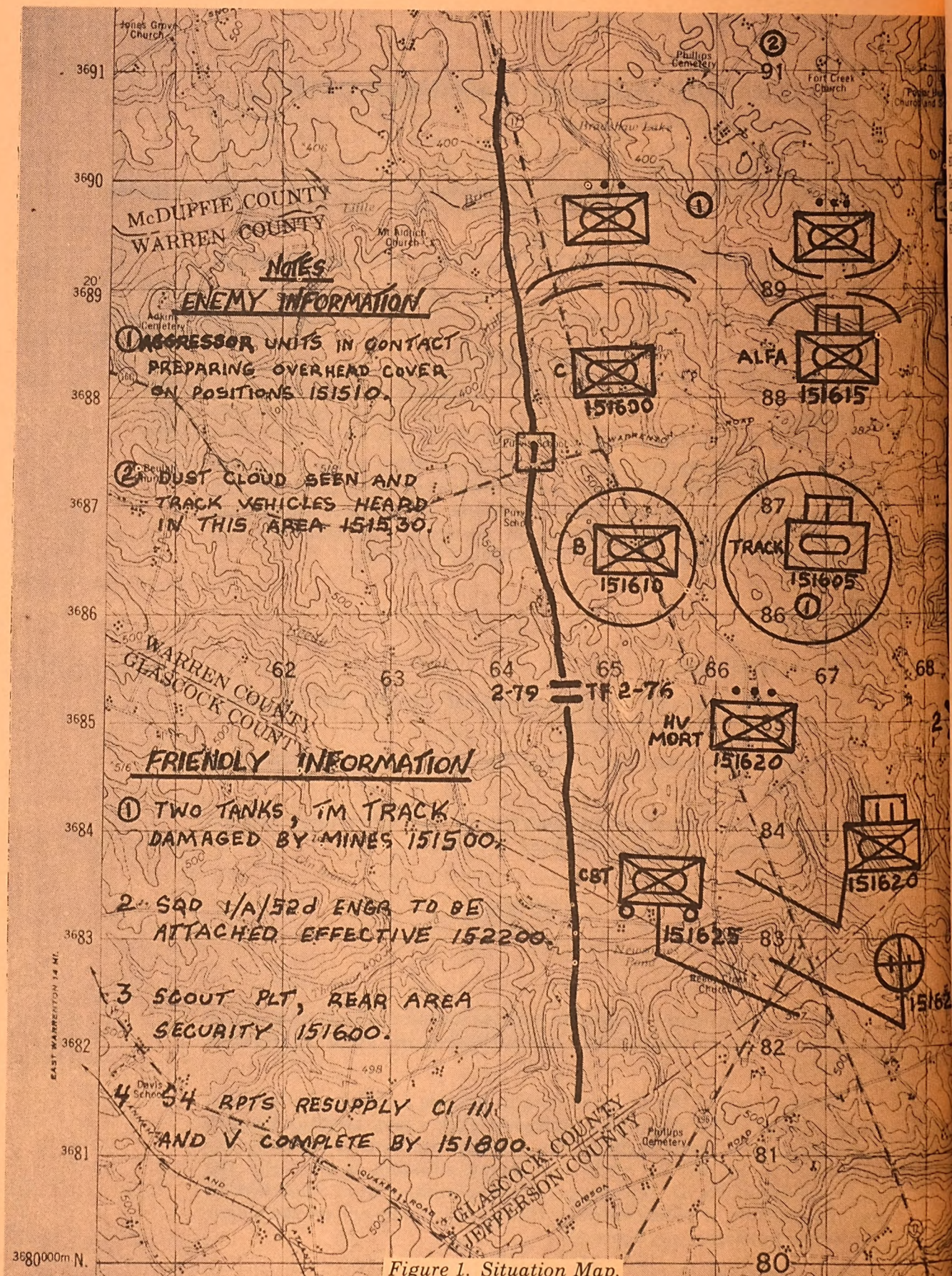

Figure 1. Situation Map.

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3. The situation map provides a basis for comparison of the enemy situation against the friendly situation. Whenever possible, both the situation map and S2 and S3 workbooks will be maintained. However, in a fast-moving situation when the volume of messages is such that both cannot be maintained effectively, priority should be given to keeping the situation map current.

4. The situation maps also serve as a basis for the preparation of overlays necessary to clarify reports required by higher headquarters. To be of value:

a. The posting must be accurate.

b. The information is up-to-date, and all entries easily read.

c. Conventional signs and symbols are used.

d. The time at which a particular situation existed is indicated by employing the six-digit date/time group in conjunction with the graphic symbol (see figure 1, Situation Map).

5. Action of interest to the unit occurring off the present map sheet and information which does not lend itself to graphic representation or is not consistent with brevity is posted on the margin in the form of notes. This is shown by placing a circled number on the map at the place the action occurred and then explaining the number in the margin (see figure 1).

6. The amount of information shown on a situation map will vary with different situations and individual commanders. The minimum information that should be shown is as follows:

a. Own situation, to include disposition of units one echelon lower. Enemy information, to include disposition of units two echelons lower.

b. Friendly units, to include the command post; location and size of reserves available to the next higher command, if known.

c. Friendly units of like size immediately adjacent. (The disposition of their major subordinate elements when it is desirable.)

TASK NUMBER: 071-11B-8111

REFERENCES:

FM 21-30, Military Symbols
FM 30-5, Combat Intelligence
FM 101-5, Staff Officer's Field Manual

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE SITUATION REPORT (SITREP).

EVALUATION

CONDITIONS:

As a battalion operations sergeant, given a copy of your next higher headquarters SOP for recurring reports, S3 workbook, staff journal, current operation order, overlays appropriate to operations, file copies of previously submitted SITREPs, the S2/S4 portions of the SITREP, and time available for preparation.

STANDARDS:

1. Within the time specified by the next higher headquarters SOP, items must be correctly sequenced into the basic 5 paragraph SITREP format (omitting subparagraphs not applicable).

2. Annexes and overlays (if used) must be properly labeled and sequenced.

3. The SITREP:

a. Must possess correct classification and downgrading instructions.

b. Must be properly authenticated.

c. Must contain correct distribution instructions.

d. Must be completed and distributed in accordance with the next higher headquarters SOP.

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The operational situation report (SITREP) is the means of reporting the operational situation as required by the next headquarters.

1. It is a recurring type report in that it is submitted one or more times daily in a prescribed format. (See figures 1 and 2 for format.)

2. Requirements for submitting the SITREP are prescribed in the higher headquarters SOP and specify an "as of time" and a time the report is due at higher headquarters.

3. The S3 has primary staff responsibility for the preparation of this report. Other staff officers contribute to its preparation by providing the S3 with details to be included from their respective areas of interest. For example, the S2 would provide the enemy information (paragraph 1) and the S4 information pertaining to administration (paragraph 3).

4. Full use of traces/overlays should be made for clarity and brevity of the report.

5. When the SITREP is sent by radio (voice or RATT) it should be confirmed in writing.

6. Prescribed format sequence is used, but subparagraphs not applicable are omitted.

7. Commander Evaluation, paragraph 5, is completed when directed by higher authority.

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Sample Situation Report In Detailed Written Form

(Based on STANAG No 2020 "Operational Situation Reports")

(Note: Omit Subparagraphs Not Applicable)

(Classification)

Copy No _____
Issuing Headquarters
Place of Issue (may be in code)
Date/time group
Message Reference Number

Situation Report No. _____

Period covered: (date and time to date and time)

Reference: Map, photo or sketch (country, series number, edition, scale, and sheet numbers of maps).

1. ENEMY
   a. Units in contact.
   b. Enemy reserves that can affect local situation.
   c. Brief description of enemy activity during period covered by report.
   d. Brief estimate of enemy strength, material means, morale, and his probable knowledge of our situation.
   e. Conclusions covering courses of action open to enemy.

2. OWN SITUATION
   a. Location of forward elements.
   b. Location of units, headquarters and boundaries.
   c. Location of adjacent units and supporting troops.
   d. Brief description and results of operations during period of report.
   e. Noneffective units.

3. ADMINISTRATION
   General statement of the administrative situation, if other than normal, as it directly affects the tactical situation.

4. GENERAL
   Information not covered elsewhere.

(Classification)

Figure 1.

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(Classification)

5. COMMANDER'S EVALUATION
To be completed when directed by higher authority.

Acknowledge.

Authentication:

Commander's Last Name
Commander's Rank

Annexes:

Distribution:

(Classification)

Figure 1. (Con't).

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Sample Situation Report In Message Form.

(Based on STANAG No 2020, "Operational Situation Reports")
FROM: Cdr, 2d Bn (Mech), 76th Inf TO: Cdr, 1st Bde, 52d Inf Div (Mech) SITREP 15: Period 120600A to 121800A Jul. ENEMY: No change enemy locations or identifications. Periodic hostile shelling of Bn area. Patrol approximately 30 men attached Tm B at 12100A Jul. 3 enemy KIA, 3 WIA. Aggressor most probable course of action is to attack within 24 hours with present committed forces. OWN SITUATION: Bn continues defense MEAD River. No change in location and dispositions. Tm B repulsed enemy patrol with no casualties. Bn reconnaissance patrol returned 121700A Jul, negative contact. ADMINISTRATION: Normal. RADIATION STATUS: 70% RS-2, 30% RS-1.

Figure 2.

TASK NUMBER: 071-11B-8112

REFERENCE:

FM 101-5, Staff Officer Field Manual

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE, ASSEMBLE, AND DISTRIBUTE AN OPERATION PLAN/OPERATION ORDER/ANNEX

EVALUATION

CONDITIONS:

During battalion combat operations, CPX, FTX or peacetime contingency, given all items of information necessary for a basic 5-paragraph operation order and selected annexes, appendices and tabs; classification of annexes/appendices and items of information; name of S3 and commander; downgrading instructions for classified items; verbal instructions (including time available) from the commander/S3; pencil or typewriter; paper; chapter 1 and annexes D and F, FM 101-5, Staff Officer's Field Manual.

STANDARDS:

1. Within the time specified by the commander's guidance, items must be correctly sequenced into the basic 5-paragraph operation order.

2. Annexes and appendices must be properly labeled and sequenced.

3. The operation order/operation plan:

a. Must follow format specified in FM 101-5, Staff Officer's Field Manual.

b. Must possess correct classification and downgrading instructions.

c. Must be properly authenticated.

d. Must contain correct distribution instructions.

e. Must be completed and distributed in time to allow the accomplishment of the mision.

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1. **Operation orders.** Written operation orders or plans always follow a prescribed format which contains a classification, heading, body, and ending as outlined in Figure 4. The elements of the format are discussed in subsequent paragraphs.

a. **Classification.** Operation orders or plans are classified in accordance with appropriate regulations. For training purposes, when there is no actual classification, the word "Classification," enclosed in parentheses and underlined, is shown at the top and bottom of each page of the order, to confirm that the classification was not inadvertently omitted.

OPERATION ORDER/PLAN FORMAT
(Based on STANAG 2014, 3d Edition)

HEADING

(Classification)

(Changes from oral orders)

Copy No____of____copies
Issuing Headquarters
Location of CP
Date/Time Group
Message Reference No.

OPORD No./OPLAN No. (Code Name)

Reference:

Time Zone Used Throughout the Order:

Figure 1. Heading OPORD.

b. **Heading.**

(1) Reference to Oral Orders. A statement or reference to oral orders is made whenever oral orders have previously been issued for an operation and the written order is published to either confirm or change the oral order. If there was no oral order, no statement is made. In the case of no change, the statement will appear as (No change from oral orders). If there is a change, a statement such as (No change from oral orders, except paragraphs 1c, 3b, c and e) will be used. Entries of this type are always enclosed in parentheses.

(2) Copy No___ of___ copies. The issuing headquarters assigns a copy number to each copy of a written order or plan. A record, showing the number of the specific copy issued to each addressee, is maintained. The copy number, states as "Copy No_____ of_____ copies" is entered by hand when the copies are ready for distribution.

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(3) Issuing Headquarters. The official designation of the organization issuing the order is always shown; e.g., 1st Bn, 66th Inf, or TF 2-76, etc.

(4) Location of CP. The physical location of the headquarters issuing the order is identified by coordinates (lettered prefix followed by a six digit grid coordinate). The name of the town or place will normally be included (if applicable) and the name of the country may be included. Example: BITBURG (NA689432), GERMANY.

(5) Date/Time Group. The date/time group consists of six digits, followed by the time zone designator, month, and year. Example 061030R Sep 70. The date/time group is the date and time the order is effective, unless otherwise stated in "coordinating instructions." Furthermore, it is the date/time attachments and detachments are effective, unless otherwise stated in "Task Organization," paragraph 1c, "Attachments and Detachments," or paragraph 3, "Coordinating Instructions."

(6) Message Reference Number. The message reference number consists of letters, numbers, or a combination of letters and numbers which permit the order to be acknowledged in the clear, using the message reference number. These letters and/or numbers should in no way refer to the fact that it is connected with an operation order. Therefore, it is not advisable to have any continuity or similarity between the message reference numbers of successive orders nor should there be any association with any numbering system used by the unit message center in their distribution. The message reference number may be assigned by the S3 or a block of reference numbers may be assigned by higher headquarters, normally as part of the CEOI. All annexes and appendixes issued at the same time as the basic order and having the same distribution will bear the same message reference number as the basic order. Annexes and appendixes not issued at the same time as the basic order or having a different distribution will contain a different message reference number from the basic order. Examples of possible message references are: BQR, 4826 or RF 28. Acknowledgment may be made as follows: "This is R26. I acknowledge BQR, over.--

(7) Title and Number of Orders or Plans.

(a) Orders. Operation orders of an organization are numbered consecutively during the period of a calendar year. If two or more are issued on the same day, they are given consecutive numbers, e.g., OPORD 24, OPORD 25, etc.

(b) Plans. Operation plans are normally numbered consecutively during the calendar year and assigned a code name. When executed, the order of execution will specify the operation order number, e.g., "OPLAN 3 (COBRA) is OPORD 5 effective 070800R July." Normally the time of execution or H-Hour would also be specified.

(8) Reference. The reference designates the map, sketch, or aerial photograph required for the operation. The country or geographical area, the map series, the scale, the name or number of sheets, and edition number

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are given in sufficient detail to identify the exact reference used in preparation of the order. EXAMPLE: Reference Map, POLAND, Series M550, 1:50,000, PIESDA Sheet (7062), Edition I.

(9) Time Zone Used Throughout the Order. This item is always listed. The time zone letter designator is spelled out in capital letters, e.g., "ROMEO." The time zone letter designator need not be repeated in the body and ending of the operation order.

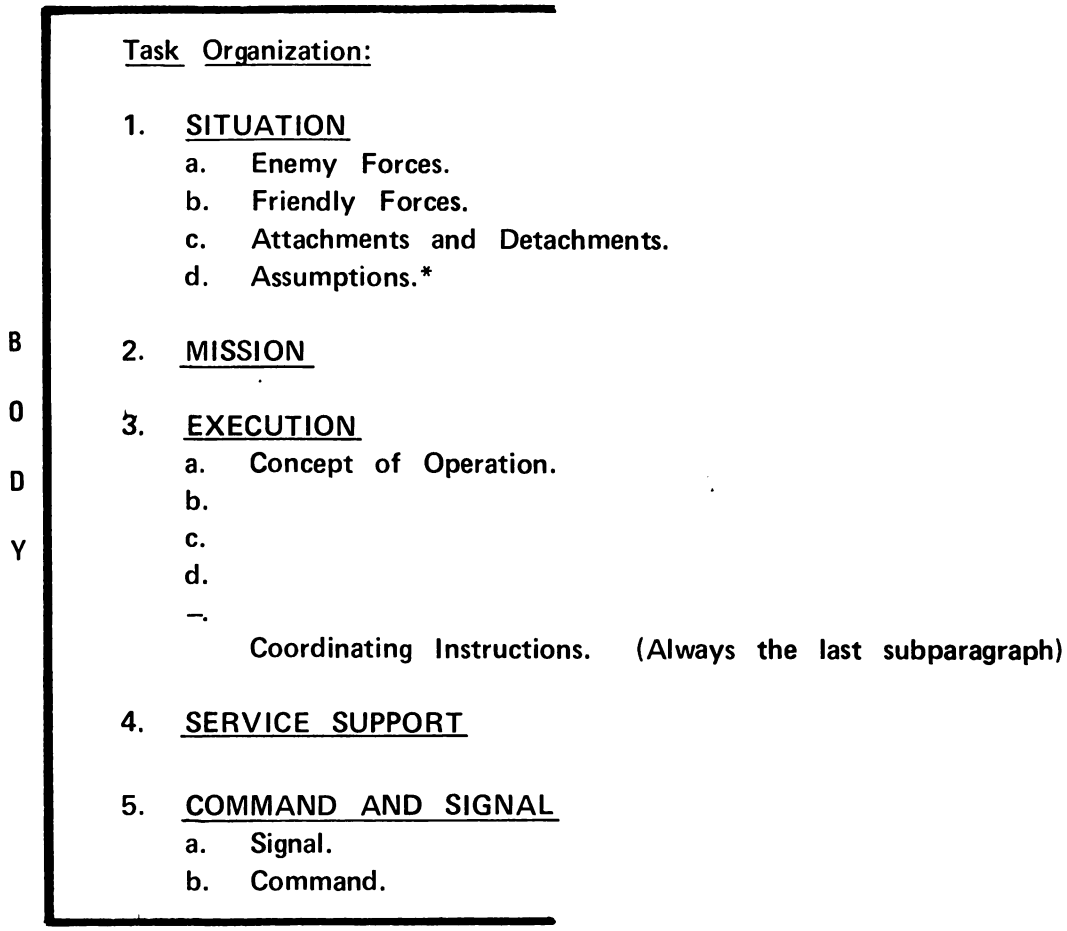

Figure 2. Body OPORD.

c. **Body.** The body consists of the task organization and five main paragraphs with each given a heading. These headings are written in capital letters. All major subparagraphs are also given headings.

(1) Task Organization. The task organization indicates the tactical groupings resulting from the commander's internal organization for combat, the command relationship among the various tactical components, and the names or titles assigned to these groups, when applicable.

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Example brigade task organization:

Task Org:

TF 2-79
2-79 Mech (–)
B/2-6 Armor
1/C/2-23 Cav (OPCON)
1/C/52 Engr (DS)

TF 2-80
2-80 Mech (–)
C/2-6 Armor
2/C/52 Engr (DS)

2-81 Mech

TF ATLAS
2-6 Armor (–)
A/2-79 Mech
C/2-80 Mech

Bde Con
C/2-23 Cav (–) (OPCON)
7-52 FA (DS)
B/125 Avn Bn (OPCON)
C/52 Engr (DS)

(a) Tactical Groupings. The tactical groupings resulting from the commander's reinforcing, cross-attaching, and internal reorganizing are listed to reflect the initial organization for the conduct of a specific operation. The major subordinate units of the force issuing the order are normally listed alphabetically or numerically, depending on the level -- battalion or brigade -- in the same sequence established for paragraph 3: largest command headquarters, infantry, infantry (mech), airmobile infantry, airborne infantry, and armor. A control paragraph, will also be shown, as appropriate: Bde Con or TF Con. Generally, only the combat and combat support elements are shown in the task organization at brigade and battalion level.

(b) Command Relationships. Organic, attached, operational control, and supporting units are indicated in the task organization as follows:

1. Organic or attached elements are listed without any parenthetical expression. Attached elements are indented and listed under the unit to which they are attached. A detachment of a major subordinate element is indicated by the use of a minus sign (-). Organic or attached elements may be shown further attached, OPCON, or in support of subordinate elements.

2. Operational control elements are indicated with a parenthetical expression (OPCON). OPCON units may further be shown OPCON or in support of subordinate elements.

3. Only supporting units that have been directed by higher headquarters to provide direct support to the unit headquarters issuing the order (issuing unit) or that have been further directed to provide direct

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support to subordinate elements of the issuing unit are shown in the task organization at brigade and battalion level. Supporting units providing general support and artillery units providing reinforcing and general support-reinforcing fires are not shown in the task organization. Reinforcing and general support-reinforcing artillery units will be placed in paragraph 1b, Friendly Forces, of the operation order/plan. Units providing direct support will be qualified with a parenthetical term (DS) which denotes a command relationship of support between the supported and the DS unit and the degree of support that will be provided. The term (DS) in task organization does not denote a mission assignment to the supporting unit; mission assignment will be made in the next higher headquarters order and may be included in the appropriate annex to the issuing unit order/plan, e.g., engineer, fire support, barrier, etc. However, a supporting unit directed to provide direct support (DS) **will not** be given a separate subparagraph in paragraph 3 of the issuing unit because these units remain under command of their parent units.

Task Org:

A/2-76 (–)
AT Sec

B/2-76

C/2-76

Tm ARMOR
A/2-4 Armor
1/A/2-76

TF Con
1/A/52 Engr (DS)

(c) Names, Titles and/or Designations.

1. Names, titles, and/or designations which are assigned to Task Forces/Teams and are to be used during an operation are indicated in the task organization. To insure accuracy, the unit designations in the task organization are somewhat more precise than that required throughout the remainder of the order. Names or titles assigned to Task Forces/Teams are used throughout the order; however, alphabetical or numerical designations of units may be abbreviated when used elsewhere in the order.

Example:

Tm ALFA
A/2-76 (–)
1/C/2-4 Armor
***

Tm STRIKE
B/2-76
2/C/2-4 Armor
***

C/2-76 (–)

Tm CLAW
C/2-4 Armor (–)
3/A/2-76
1/C/2-76

TF Con
***

NOTE: In the example above, 2-4 Armor is identified by branch, whereas 2-76 Mech is not. This is done to preclude misunderstanding about the branch/type/capability of nonorganic units.

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2. If desired, the rank and name of a Task Force/Team commander may be shown parenthetically following the title. This is not a common practice, and is generally restricted to a Task Force/Team comprised of more than one major subordinate maneuver element, where a question would arise regarding identification of the commander, e.g., a Task Force comprised of two battalions and commanded by a Brigade XO.

(d) Considerations for Task Organization.

1. When the issuing headquarters (supported unit) establishes a further command relationship, it is indicated in the task organization. The supported commander cannot assign a command relationship which is more restrictive than that received from higher headquarters, e.g., a unit in direct support (DS) cannot further be attached or placed under operational control (OPCON).

2. Organic units performing normal support/security type missions, i.e., Headquarters and Headquarters Company, Combat Support Company, and their subordinate elements such as the Scout, Recon Platoon, Heavy Mortar Platoon, Redeye Section, Aviation Section, and organic combat service support elements are not included in the task organization, unless elements of these units are further attached or placed in direct support of subordinate units, or detached from the issuing headquarters. In this case, they may be listed for the purpose of accounting for forces. Omission of these units from the task organization implies that they are performing their normal role. This will normally be the case. In the event these type units are performing a "unique" mission (combat) directly under BN/TF control, they may be shown in task organization.

3. The use of (-) in the task organization states that a unit has detached one or more of its major subordinate elements. The use of (-) in the task organization also denotes that a unit under OPCON of one headquarters has placed one or more of its subordinate elements under OPCON of another headquarters. The detached or OPCON element would then be shown in an attached or OPCON status under another unit within the task organization or listed in paragraph 1c. **"Attachments and Detachments,"** if detached from the headquarters issuing the order. Similarly, since attached and OPCON units are listed under their control headquarters, the use of (+) is not necessary.

4. When the task organization is lengthy and complex, it may be appended as an annex and referenced in the **"Task Organization"** of the order.

5. It is not necessary to repeat task organization matters already known by subordinates. When minor adjustments (not more than two) to the present task organization are involved, only the changes themselves need be specified. For example, if the only change to the existing task organization for the operation is detaching the 1st Platoon from A/2-4 Armor and attaching it to A/2-76 (-), thus forming a company team which will be named "Tm ALFA," the task organization may be shown as follows:

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OPORD Example:

Task Org: No change, except 1/A/2-4 Armor attached to A/2-76 (-) (Tm ALFA).

(2) Paragraph 1. SITUATION. Paragraph 1 of the operation order has three subparagraphs which are entitled **"Enemy Forces." "Friendly Forces." and "Attachments and Detachments."** In operations plans, a fourth subparagraph, entitled **"Assumptions,"** is added. Paragraph 1 gives a brief description of the general situation so that subordinate commanders will understand the current situation. It is devoted exclusively to information and contains no orders.

(a) Paragraph 1a, Enemy Forces.

1. Paragraph 1a contains information of the enemy necessary for the accomplishment of the mission or consists of a reference to the method and/or document in which the information was disseminated. Normally, the S2 will, as a matter of routine, provide such information to subordinates by means of an intelligence summary (INTSUM), rather than wait until an operation order is published. When an order is published, if subordinates have already received the enemy information pertinent to the operation, paragraph 1a consists of a reference to the method and/or document in which the information was disseminated. Since an INTSUM is normally prepared at regular intervals or as prescribed by unit SOP, and because it is desired that the recipient of an operation order keep abreast of the current enemy situation as portrayed in each new INTSUM, reference to a specific INTSUM by number is generally avoided and the phrase "Current INTSUM" is used.

2. When the information of the enemy which is to be included in the order is lengthy, it may be appended as an Intelligence Annex and referenced in paragraph 1a. Reference can be made to the annex and INTSUM in paragraph 1a.

3. When it is desirable or necessary to include information of the enemy in the order, this information is given in the following sequence:

a. Items pertaining to the enemy situation (composition, disposition, location, movement, morale, strength, status of supply).

b. Enemy capabilities.

c. Enemy's most probable course(s) of action.

(b) Paragraph 1b, Friendly Forces.

1. Paragraph 1b contains information concerning missions of higher, adjacent, supporting, and reinforcing units. Information should be limited to that which the subordinate commanders need to know to accomplish their assigned missions. These units are listed in the following sequence:

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a. Higher unit (As a minimum, the mission of the next higher unit).

b. Adjacent units (Listed in sequence: left, right, front, rear, as applicable).

c. Supporting/reinforcing units (FA, ADA, others in any order).

2. Since units providing direct support to the issuing headquarters are listed in the task organization, they need not be repeated in paragraph 1b. One of the purposes of paragraph 1b is to portray those units which are providing support or reinforcement which is in addition to the support that is normally present. Units which are reinforcing or general support-reinforcing are listed in paragraph 1b. It would also be appropriate to list units which are in direct support of the next higher headquarters. For example, artillery and engineer units in direct support of a brigade provide a support advantage to the maneuver battalions attached to the brigade which is above the normal degree of support available, and, consequently, they would be listed in paragraph 1b of the battalions' operation orders. Organic divisional support units normally employed in general support of the division are not mentioned at brigade and lower levels since their employment in this role provides no unusual, distinct support advantage to brigades and subordinate commands.

(c) Paragraph 1c, Attachments and Detachments. Paragraph 1c lists those units attached to or detached from the issuing unit for the operation concerned, to include any existing attachments remaining in effect. The effective time of the attachment or detachment is indicated when it is other than the time indicated in the heading of the order or in the task organization. When all attachments and detachments are clearly depicted in the task organization, this subparagraph will only make reference to **"Task Organization."** Reference to the task organization and a listing of an attachment and/or detachment may be combined if the attachment/detachment is occurring at a time which precludes convenient inclusion in the task organization.

Example:

***

Attachments and Detachments

(1) Task Organization.
(2) 1-1 Armor attached effective 161000 Nov.
(3) B/1-21 Cav released from attachment effective 161800 Nov.
(4) 1-68 Inf detached to 2d Bde effective 170800 Nov.

(d) Paragraph 1d, Assumptions. An operation plan will always contain paragraph 1d, "Assumptions." These are the commander's assumptions and are used as a basis for developing the plan. For example, a

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counterattack plan would include an assumed penetration. The assumed penetration is normally shown graphically or stated in paragraph 1d along with other assumptions establishing conditions upon which the plan is based.

(e) When information normally listed in paragraph 1 is known by subordinates, it is unnecessary to repeat these items. Only reference to changes or confirmation of items that remain unchanged should be made.

Example:

1. **Situation.**

a. Enemy Forces. Annex A (Intelligence).

b. Friendly Forces.

(1) 1st Bde attacks 070600 Dec to seize high ground vic BONN (NA6740): prep to continue attack east.

(2) 2-77 Mech attacks 070600 Dec to seize high ground vic HILL 1124 (NA6643): prep to continue attack east.

(3) 2-23 Cav screens Bde south flank from NA624390 to NA673387.

(4) 7-50 FA DS 1st Bde.

(5) 7-53 FA GSR to 7-50 FA.

(6) Tac Air and Engr spt: No change.

c. Attachments and Detachments. Task Org.

NOTE: This example depicts that the tac air and engineer support are the same as for the preceding operation and this information is known by subordinates.

(3) Paragraph 2. MISSION. The mission is a clear, concise statement of the task to be accomplished by the command. The mission statement normally contains the WHO, WHAT, WHEN, and as appropriate, the WHY and WHERE as taken from the higher headquarters order or as deduced by the commander and restated in his planning guidance to his staff. The HOW (unit or units making the main attack, formation, and other amplifications) more properly belongs in paragraph 3a. Concept of Operation. The mission is stated in full, even if shown on the operation overlay; it must be able to stand alone without reliance on an overlay or schematic and will make no reference to "objectives." Paragraph 2 never has subparagraphs.

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OPORD Examples:

1st Bde attacks 100600 Mar to seize high ground vicinity HILLS 972 (NA7642) - 1025 (NA7943): prepare to continue the attack north.

NOTE: The WHY in the defense mission statement is normally inferred by the WHAT, i.e., to retain or defend the high ground, key terrain, or areas specified by the coordinates.

(4) Paragraph 3, EXECUTION. Paragraph 3 contains the concept of operation, missions and tasks for each element of the command (organic, attached, or under operational control) which will execute a tactical role in carrying out the unit's mission, and coordinating instructions pertaining to the conduct of the operation.

(a) Paragraph 3a, Concept of Operation. Paragraph 3a, "Concept of Operation," states in brief the commander's tactical plan. It describes the scheme of maneuver and plan of fire support including nuclear fires, if applicable (as taken from the commander's decision and concept to his staff or developed during staff planning). Although brief, this subparagraph is stated in sufficient detail to insure appropriate action by subordinates in the absence of specific instructions.

1. Scheme of Maneuver. The scheme of maneuver portion of paragraph 3a contains statements of the placement and movement of major maneuver elements and provides principal missions to each of these elements. In essence, it is the commander's decision (from his estimate of the situation), modified as necessary by appropriate reference to its graphic portrayal on the operation overlay (if applicable).

a. In an attack operation order, the scheme of maneuver portion specifies the elements making the main and supporting attack (when the commander has designated a main and supporting attack), assigns objectives to the attacking elements, and designates the element(s) in reserve, to include their primary mission.

b. In a defense operation order, the scheme of maneuver portion specifies the units occupying the FEBA (left to right) and designates the reserve and the position(s) to be occupied by the reserve.

2. Plan of Fire Support. The fire support portion of paragraph 3a contains a brief summary of the fire support which will complement the scheme of maneuver. It will include, as applicable, the following items: nuclear rounds assigned to complement the scheme of maneuver, held in reserve or on call, shown by number, type, yield, target and time, as applicable: nonnuclear preparation starting time and duration (attack): allocation of final protective fires (FPF) (defense): priority of fires: special

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fires (e.g., chemical, smoke, etc) tactical air support: and reference to the Fire Support Annex.

3. Paragraph 3a may be divided into two subparagraphs: (1) describing the scheme of maneuver and titled "Maneuver," and (2) covering the plan of fire support and titled "Fires." Further, when it is concluded that the operation is to be executed in two or more distinct phases, the "Concept of Operation" will be prepared in subparagraphs describing each phase. Each phase is designated, e.g., Phase I, Phase II, etc. The requirement for dividing paragraph 3a is determined by the S3 upon considering the details and complexity of the operation and the need for clarity.

NOTE: Reference will be made to appropriate annexes that are to be distributed to subordinate units. Annexes will be referred to in the body of the order at the first place that the subordinate commanders need be made aware of their existence. An operation overlay and fire support annex, when issued, are two annexes normally referred to in the concept of operation of a written operation order. Reference to the operation overlay will be placed on the same line and immediately following "Concept of Operation." Reference to the fire support annex will be the last item within the concept of operation paragraph.

4. Task assignments to security forces are written using the imperative to "screen," "guard," "cover," or provide rear area security. Since missions to security forces cannot be clearly described graphically, they must be stated in the written portion of the order.

5. The sequence of listing units in paragraph 3 is indicated below. Within each major branch grouping (Infantry, Armor, and Artillery), units are placed in order, first by size (battalions, companies, platoons) then, within like size units, by numerical or alphabetical designation, as applicable. Task Forces and teams are listed by reference to their official numerical/alphabetical designation although their temporary name/title is used.

a. Largest Command Headquarters/Combined Arms Command. For example, if a task force were comprised of two or more battalion (company) size units and under command of the XO - constituting a higher level headquarters than a battalion (company) - it would be listed first. The size headquarters is the determining factor, not the number of maneuver elements subordinate to the headquarters.

b. Infantry units.

c. Armor units. List tank units first, then cavalry units.

d. Reconnaissance/Scout Platoon.

e. Heavy Mortar Platoon.

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f. Antitank Platoon.

g. Redeye Section.

h. Any other units performing a straight combat mission, listed in alphabetical sequence by branch. (For example, an engineer platoon with a combat mission, rather than its normal support mission.)

i. Artillery units. List field artillery units first, then air defense artillery units.

j. Other elements providing combat support, listed in alphabetical sequence by branch. (For example, Aviation or Engineer.)

6. Those units indicated above which are not in a specific unit's task organization are simply omitted from the sequence. For example, at brigade level, Recon/Sct Plt, Hv Mort Plt, Redeye Sec, and AT Plt are rarely found, therefore, they are omitted from the sequence of units at brigade level.

7. Headquarters and Headquarters Company/Combat Support Company and their subordinate elements such as the Communications Platoon, Ground Surveillance Section (battalion), Aviation Section (brigade) and combat service support elements are not assigned a mission subparagraph unless elements of these units are give a special tactical mission.

8. Combat Support Company would appear in battalion/TF task organization if the combat support company headquarters were used as a tactical control headquarters and assigned a specific tactical mission, to include contingency missions. Under these circumstances, Combat Support Company would also be assigned a subparagraph within paragraph 3, and would be listed in sequence after all lettered infantry companies but before any infantry platoons that might be operating under battalion/TF control.

(b) Coordinating Instructions. The final subparagraph of paragraph 3 is entitled, "Coordinating Instructions," and contains tactical instructions and details of coordination (other than signal items) applicable to two or more elements of the command. When there are no coordinating instructions, the word "None" will be placed after the heading. Coordinating Instructions may include:

1. Essential elements of information (brigade and higher levels) or specific orders for information (normally battalion and lower levels) of an intelligence nature.

NOTE: The order is only one method the S2 uses to disseminate EEI (brigade and higher) or orders for information (battalion). Absence of these items in the order does not mean the S2 is not disseminating this information.

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2. Any counterintelligence measures not a matter of SOP (except signal counterintelligence).

3. Restrictions on the use of nuclear weapons.

4. Troop safety instruction, if different from SOP, e.g., operation/exposure guide (OEG).

5. Effective time of attachment or detachment of units within the issuing headquarters organization, when such times are different from the effective time of the order and are not indicated in the task organization.

6. References to annexes not mentioned elsewhere in the body of the order.

7. Time, date, or condition the order or plan becomes effective, when the order or plan is not effective on receipt. For example, in operation plans, the subparagraph would include the phrase: "Effective for planning upon receipt; for execution on order."

8. Reference to nuclear allocation in the Nuclear Fire Support Appendix to the Fire Support Annex when necessary for clarity (brigade level only).

(5) Paragraph 4, SERVICE SUPPORT. Combat service support procedures at brigade and battalion are usually routine and covered by SOP. Therefore, an administrative/logistics order is normally not required. Since the division administrative/logistics orders are distributed down to battalion level, reference to this in paragraph 4 of a brigade order, will normally suffice. At brigade and battalion levels, pertinent information on current and projected locations of administrative and logistical installations and facilities will normally be shown graphically on the operation overlay. Other information of logistical or administrative nature may be disseminated by means other than an operation order; therefore, paragraph 4 of the operation order at this level generally does not contain lengthy administrative or logistical instructions. When required by the nature of the operation and details involved, paragraph 4 may contain such subparagraphs as necessary, following the sequence, including paragraph headings, corresponding to the administrative/logistics orders.

(6) Paragraph 5, COMMAND AND SIGNAL. Paragraph 5 contains two subparagraphs which are entitled **"Signal,"** and **"Command,"** in that sequence.

(a) Paragraph 5a should contain, as a minimum, the index of the effective Communication Electronics Operation Instructions (CEOI) to be in effect. Any special instructions relating to signal communications, such as instructions on the use of radio or pyrotechnics, or restrictions on the employment of any means of communications, should be placed in the subparagraph.

(b) Paragraph 5b will include the location of the command post of the issuing unit (if not shown graphically) and the location of the command group, e.g., "Cdr will follow the main attack" or "Cdr will be located at OP

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#1." It may include instructions to select and report locations of command posts of the subordinate units and the location of the command post of the next higher headquarters. Designation of an alternate command post may be entered in this subparagraph if it is different than stated in the SOP.

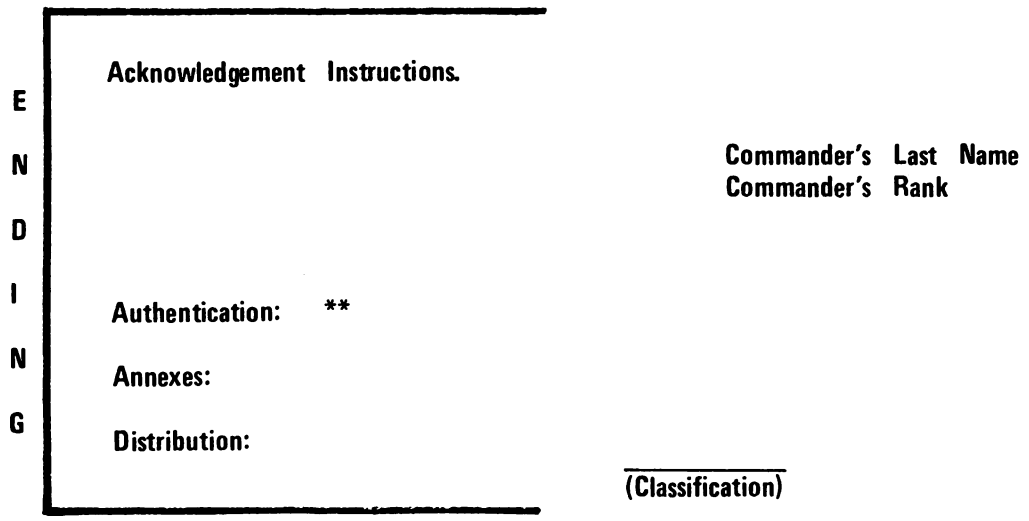

Figure 3. Ending of OPORD.

d. Ending. The ending of the order consists of the acknowledgment instructions, signature of the commander, authentication (if required), list of annexes (if any), and the distribution.

(1) Acknowledgment Instructions. These instructions are placed under the final subparagraph of the body of the order and are given neither a heading, a paragraph number, nor a letter as a subparagraph. They may contain detailed acknowledgment instructions or simply the word "Acknowledge." Acknowledgment will always be given using the message reference number, unless otherwise directed. The acknowledgment of an order means that the order has been received and understood.

(2) Signature of Commander. The original copy (No 1) of a written order will bear the actual signature of the last name of the commander, or his designated representative, written above the typed last name and rank. This copy is retained in the unit files as a matter of record.

(3) Authentication. The last name and rank of the commander appears on all copies of the order. If the commander or a specifically authorized representative signs a master copy, the use of which permits automatic reproduction of the document with the signature thereon, no further authentication is required. If this signature is not reproduced, authentication by the S3 is required on all subsequent copies. Annexes are authenticated by the unit staff officer responsible for its preparation.

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ENDING

EXAMPLE: Acknowledge Instructions

OFFICIAL:
Blake
BLAKE
S3

CASALENGO
LTC

ANNEXES: A – Intelligence
B – Operation Overlay
C – Fire Support

DISTRIBUTION: A
1st Bn, 38 In

2. Annexes. Annexes are those supporting documents attached to the order/plan, or distributed at a later time, to amplify and supplement the instructions in the order/plan. All annexes to operation orders/plans that are to be distributed are listed by letter and title. When there is only one annex listed, the word "Annex" is used. When the annex is to be issued later, the parenthetical phrase (to be issued) should follow the title of the annex. If there are no annexes, this term will be omitted.

(a) Annexes that have a wider distribution than the basic order, or are to be issued separately from the basic order, must have suitable identification with respect to the basic order and bear the same heading and ending as the basic order except for the title of the annex and the message reference number.

(b) Annexes are issued to all units or agencies whose actions are affected by information or instructions contained in them. Detailed information included in an annex need not be covered in the order. As previously noted, each annex should be mentioned the first place in the body of the order where it is desired to call subordinates attention to the information contained in the annex.

(c) Maps, sketches, or overlays frequently are used as annexes. When the written portion of a plan or order is placed directly on map or overlay, the map or overlay then becomes the plan or order itself, and is not an annex.

3. Distribution. This indicates to whom the order is distributed. Frequently, use of a distribution code, as established by the unit SOP, will be sufficient. A combination of a distribution code and listing of units not included by the code may be used. STANAG 2014, 3d Edition, states, "when

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orders are to be distributed either to a unit of a nationality other than that of the issuing headquarters or to a NATO command, the distribution list normally will be given in full."

4. Operation Plans. Operation plans are published for future or anticipated operation when no specific time is established for their execution. When the time of execution is established and the operation order executed, they become operation orders. The standard form and techniques used in preparing operation orders are applicable to the operation plan with these exceptions:

a. The title of an OPLAN contains a code name as well as a number (see figure 4).

b. Paragraph 1, **"SITUATION,"** on an OPLAN has an additional subparagraph, 1d entitled "Assumptions."

TASK NUMBER: 071-11B-8120

REFERENCES:

FM 30-5, Combat Intelligence
FM 101-5, Staff Officer's Field Manual, Staff Organization, and Procedure

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OPERATION ORDER/PLAN FORMAT
(Based on STANAG 2014, 3d Edition)

HEADING

(Classification)
(Changes from oral orders)

Copy No of copies
Issuing Headquarters
Location of CP
Date/Time Group
Message Reference No.

OPORD No./OPLAN No. (Code Name)
Reference:
Time Zone Used Throughout the Order:

BODY

Task Organization:

1. SITUATION
   a. Enemy Forces.
   b. Friendly Forces.
   c. Attachments and Detachments.
   d. Assumptions.*
2. MISSION
3. EXECUTION
   a. Concept of Operation.
   b.
   c.
   d.
   — Coordinating Instructions. (Always the last subparagraph)
4. SERVICE SUPPORT
5. COMMAND AND SIGNAL
   a. Signal.
   b. Command

ENDING

Acknowledgement Instructions.

Commander's Last Name
Commander's Rank

Authentication: **
Annexes:
Distribution:

(Classification)

*Used only in an operation plan.
**Used only when applicable.

Figure 4.

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE A FRAGMENTARY ORDER.

EVALUATION

CONDITIONS:

During combat operations, CPX and FTX, given a complete copy of an OPORD which your unit is presently executing, pencil or typewriter, an up-to-date situation map, copies of joint messageform DD Form 173 or other form as prescribed by your unit SOP, and commander's or S3's guidance to include as a minimum: organizational changes applicable to your unit and its subordinate units, changes to coordinating instructions and time available for preparation.

STANDARDS:

1. Within the time specified by the commander's or S3's guidance, complete the messageform format as applicable to your organization:

a. Indicate that the order is from the commander.

b. Address the order to the commander of each unit/element directly involved by the specified supplemental information or changes to the OPORD.

c. Send the order as "information" to all other major subordinate unit/element commanders.

d. Cite the same classification as for the OPORD.

e. As your subject, correctly reference the OPORD.

2. In the body of the order:

a. Omit elements of the original OPORD which have not changed with the words "no change."

b. Briefly and accurately provide the supplemental information and make the operational changes as specified by your commander.

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c. Require acknowledgment.

3. Submit the draft to your S3 for review/approval for dispatch.

TRAINING

1. A fragmentary order provides brief, specific, and timely instruction without loss of clarity. Elements normally found in a complete operation order may be omitted, but specified as "no change" when these elements have not changed, are not essential to the mission, might delay or complicate transmission, or are unavailable or incomplete at the time of issue.

2. The content of a frag order usually consists of changes to:

a. Task organization.

b. Situation.

c. Orders to subordinate units.

d. Fire support.

e. Coordinating instructions.

3. Fragmentary orders provide pertinent extracts from more detailed order. They provide instructions:

a. As they are developed.

b. When the complete order is not developed.

c. Provide specific instructions to commanders who do not require the complete order; or, more often, provide timely changes to existing orders.

4. Fragmentary orders are appropriate at all levels of command whenever their use can save time or effort. Example of a fragmentary order (figure 1).

TASK NUMBER: 071-11B-8121

REFERENCES:

FM 7-20, The Infantry Battalions
FM 101-5, Staff Officer's Field Manual

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JOINT MESSAGEFORM						SECURITY CLASSIFICATION (Classification)			
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY DATE – TIME	MONTH	YR
1 OF 1	171105Z	PP	PP				171415Z	JUN	
BOOK	MESSAGE HANDLING INSTRUCTIONS								

FROM: CDR52 MECH DIV//USAAD-HD//

TO: CDR1ST BDE//USAAD-FB//
CDR2D BDE//USAAD-SB//
CDRDIV ARTY//USAAD-DA//

* * *

INFO: CDR1ST (US) CORPS//USACO-HD//
CDR23D ARMD DIV//USAMD-HD//

* * *

(Classification)

USAAD–HD

Subj: Change to OPORD 11 (U)

A. AB12 OPORD 11 ( )

1. ( ) Change in task org; TF 1–13 atch 3d Bde.

2. ( ) En force est to be 1 tk regt delaying adv 2d Bde.

3. ( ) 3d Bde: bypass 2d Bde on north, atk 171530 June to secure obj 1. One SRC/1KT rd asgd.

4. ( ) Div Arty: 1–13 FA DS 3d Bde.

5. ( ) New 52d Mech Div–23d Armd Div bdry: pres 1st Bde–3d Bde, 23d Armd Div, bdry west of PL CEDAR; and PL CEDAR (autobahn excl) northeast to RJ at MC705563; the railroad to MC792708.

6. (U) Acknowledge.

6 5 4 3 2 1 0

DISTR:

0

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE	SPECIAL INSTRUCTIONS
J. E. WYATT, MAJ, ASST G3, USAAD-HT HAWK 33	
RELEASER: TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: A.J. MILLER, JR., LTC, G3, USAAD-HT HAWK 34	
SIGNATURE: SIGNATURE	SECURITY CLASSIFICATION: (CLASSIFICATION) / DATE TIME GROUP

DD FORM 1 DEC 70 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

Figure 1. Fragmentary Order.

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TASK
PLAN/REQUEST PREPLANNED CLOSE AIR SUPPORT.

EVALUATION

CONDITIONS:

During battalion combat operations, CPX or FTX, given a map of operational area, an overlay with approximately five targets suitable for airstrikes and 15 more suitable for attack by organic or supporting indirect fires, available fire support (1-FA Battery, 9 81-mm mortars, 4 4.2-inch mortars, close air support sorties allotted to parent battalion), battalion OPLAN/OPORD, scheme of maneuver and Joint Tactical Airstrike Request Forms.

STANDARDS:

As a minimum, preplanned close air request must:

1. Only be requested to attack targets that are not capable of being neutralized or detroyed by organic/supporting indirect fire support or armed helicopters.

2. Be requested within time specified by tactical SOP of OPLAN/OPORD.

3. Include requester's identification, request type, priority, target time, target location, target description, and final control.

TRAINING

1. **Preplanned missions** are those for which the target has been selected in advance allowing complete planning and preparation prior to execution. The preplanned mission can be integrated into the fire support plan and can be scheduled for timely execution which will best support a given operation.

a. Close Air Support Targets. Close air support target selection is oriented towards short ranged and relatively impromptu operations. The targets are developed during the course of battle and selected for attack

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within 24 hours. The variety of close air support targets is infinite, and the effectiveness with which tactical air can strike them is contingent upon several variables, including the target composition and disposition, weather, weapons, time available, proximity to friendly forces, etc.

b. Target Selection.

(1) The general principle is to select those targets for preplanned air-strikes which are beyond the reasonable capability of available ground force weapons.

(2) In determining whether ground targets are suitable for preplanned air attack, certain factors must be considered.

(a) Capabilities of organic weapons. Ground targets are normally engaged at the lowest echelon having weapons available which can achieve effective results. Therefore, commanders at each echelon must consider the capability of organic, attached and supporting weapons available to them prior to requesting close air support. There must be good reasons for not using available weapons such as armed helicopters, artillery, mortars, rockets, etc., to achieve the desired result on the target.

(b) Armament capabilities. Armament capability of close air support is varied (napalm, rockets, SMART bombs, etc.) and its effectiveness would depend on the tactical conditions and nature of the target. In considering the use of close air support, the ground commander takes into account the type of armament usually carried by such aircraft and the suitability of its employment for the task involved. The ground commander need not specify the armament to be employed. However, a detailed target description, location of friendly forces, and results desired are necessary for proper evaluation by higher echelons and determination by the Air Force as to the actual armament load to be used.

(c) Time. Time is an important factor with respect to urgency of the desired results. Considering the time it could reasonably be expected to take to get an air strike on a target, the ground commander must determine if his mission, the tactical situation, and the nature of the target warrants accepting the delay. Even when other conditions may indicate the suitability of an air strike, the factor of time may preclude its use and dictate employment of other means.

2. Processing Tactical Air Support Requests.

a. Preplanned close air support requests are forwarded through Army channels, moving progressively upward through each level until they reach the senior tactical operations center (TOC). These are then passed to the tactical air control center (TACC) as an Army requirement for fulfillment (see figure 1).

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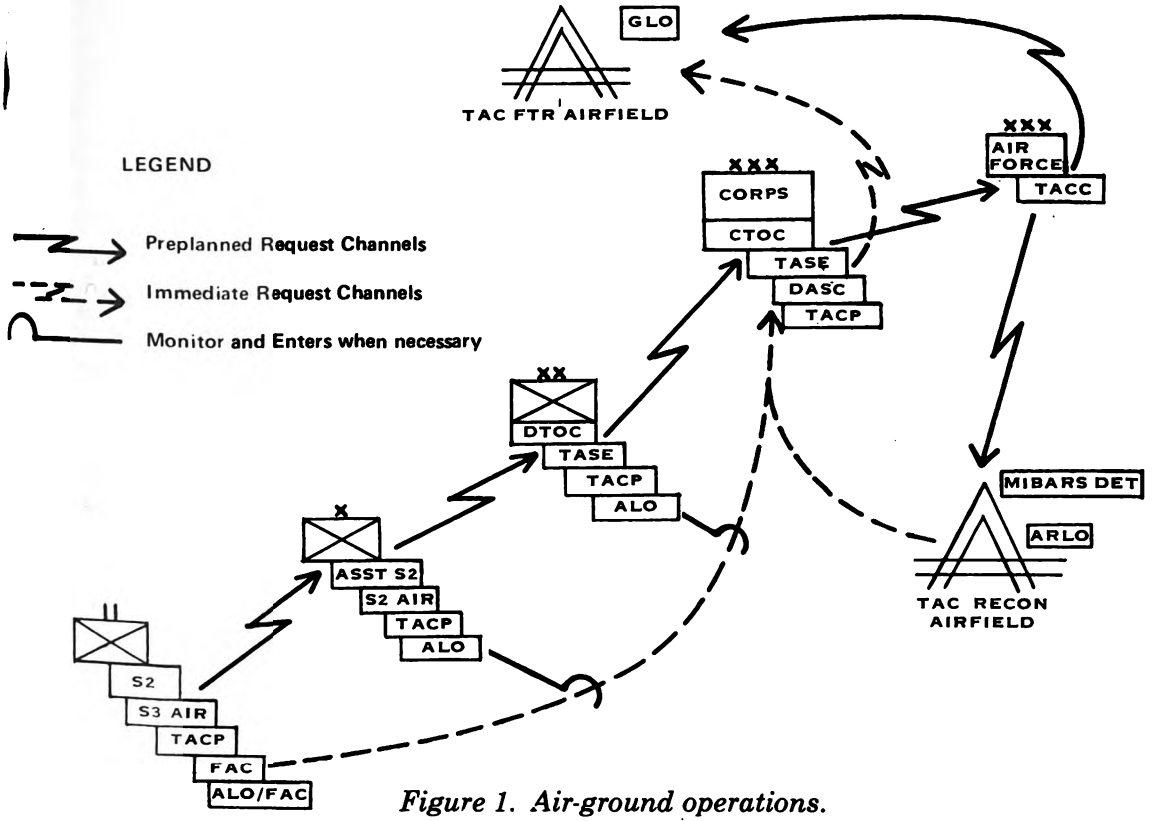

Figure 1. Air-ground operations.

b. Fire support coordination. To insure coordination of all means of fire support, requests for preplanned air support are closely coordinated with the Fire Support Coordinator or Fire Support Coordination Element at each level of command.

c. Essential elements of a close air support request. A preplanned request for close air support contains sufficient detail to permit each Army echelon concerned to determine the suitability of air or select other means to be employed. As a minimum, it includes:

(1) Requester's identification/request number.

(2) Request type and priority.

(3) Target type.

(4) Target location.

(5) Target time.

(6) Final control.

3. Request Forms. Request forms for close air support may vary from command to command, but the essential information contained remains unchanged (see figure 2). Each block is numbered for ease of transmission.

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INSTRUCTIONS FOR USE OF THE JOINT TACTICAL AIR STRIKE REQUEST FORM

SECTION I - (MISSION REQUEST)

Title and Element(s)		Explanation
Line 1.	Unit called (Identifier)	1. Identifies the unit called by unit designation/call sign/ preassigned number.
	This is (Identifier)	Identifies the request originator by unit designation/ call sign/preassigned number.
	Request number	Indicates the originator's request number in series.
	Sent	Indicates the time and the individual who transmitted the request.
Line 2.		2.
	A. Precedence	A. For preplanned requests, indicates the requester's assignment relative to his other requests stated numerically in descending order of importance.
	B & C	B & C. Use numerical designation below to define the tactical situation for preplanned (B) or immediate (C) request.

Priority--It is the responsibility of the requester to establish the priority. The categories of mission priority are:

Priority No.	Priority	Definition
1	Emergency	Targets which require immediate action and precedence over all other categories of mission priority.
2	Priority	Targets which require immediate action and take precedence over routine targets.
3	Routine	Targets of opportunity, targets which do not demand urgency in execution.
	Received	Indicates the time and the individual who received the request.

Line 3.	Target is/Number of	3. Describes the type, approximate size, and mobility of the target to be attacked.
Line 4.	Target Location is	4. Locates the target by using the military grid reference system prescribed for the area concerned.
	A. Coordinates	A. Locates a point target or starting point.
	B. Coordinates	B. When used in conjunction with A, provides from _____to _____coordinates.
	C. Coordinates	C. When used in conjunction with A and B, provides a route.
	D. Coordinates	D. When used in conjunction with A through C, provides a route or describes a target area.
	E. Target Elevation	E. Target elevation in feet above sea level.
	F. Sheet No. _____	F. Self-explanatory.

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Title and Element(s)		Explanation
	G. Series _____	G. Self-explanatory
	H. Chart No.	H. Self-explanatory
	Checked	Indicates with whom target information has been cross-checked.
Line 5.	Target Time/Date	5. Indicates the time/date when the airstrike is requested.
	A. ASAP	A. As soon as possible.
	B. NLT	B. The target is to be attacked before, but not later than the time indicated.
	C. At	C. Indicates time at which target is to be attacked.
	D. To	D. Denotes a period of time in which support such as airborne alert or column cover is required. When used with Item C, use of Item B is unnecessary.
Line 6.	Desired Ordnance/results	6. Indicates the requester's desired ordnance airstrike results.
	A. Ordnance	A. Self-explanatory
	B. Destroy	B. Self-explanatory
	C. Neutralize	C. Self-explanatory
	D. Harass/Interdict	D. Self-explanatory
Line 7.	Final Control	7. Identifies the final controller (FAC, radar beacon FAC (RABFAC), TAC(A), ASRT who will conduct the attack briefing and control the release of ordnance.
	A. FAC, TAC(A)	A. Self-explanatory
	B. Call sign	B. Self-explanatory
	C. Freq--Pri/Sec	C. Self-explanatory
	D. ASRT/RABFAC	D. Self-explanatory
	E. Freq--Pri/Sec	E. Self-explanatory
	F. Fix/Cont Pt	F. Military grid coordinates or navigational aid fix of a control point which is the furthest limit of an attack aircraft's route of flight prior to control by the final controller.
Line 8.	Remarks	8. Allows for the incorporation of other essential information not provided for in the request format.
	Acknowledged Bde/Regt Division Other	Acknowledged indicates that the request has been copied for concurrence at brigade/regiment, division, and higher echelon. (Applies only to requests by ground forces.)

NOTE: This block may not apply to air interdiction missions.

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SECTION II (COORDINATION)

Title and Element(s)	Explanation
Line 9. NGF	9. Naval gunfire coordination
Line 10. ARTY	10. Artillery coordination
Line 11. AIO/G-2/G-3	11. Air Intelligence Officer, G2, G3, or other Service equivalent coordination.
Line 12. Request	12. Indicates the approval or disapproval of the request.
A. Approved	
B. Disapproved	
Line 13. By	13. Indicates the individual who approved or disapproved the request.
Line 14. Reason for disapproval	14. Self-explanatory
Line 15. Restrictive Fire/Air Plan	15. Safety measures for friendly aircraft. The restrictive fire plan establishes airspace that is reasonably safe from friendly, surface-delivered, nonnuclear fires. The restrictive air plan provides a warning to aircraft of the parameters of surface-delivered fire in a specific area. A plan number is issued, as appropriate. The plan should be identified as "Fire" or "Air."
A. Is not	
B. Number	
Line 16. Is in Effect	16. Establishes the time period that the applicable plan will be in effect.
A. From time	
B. To time	
Line 17. Location	
A. From--coordinates	A. Military grid coordinates by bearing and distances a known navigation aid.
B. To--coordinates	
Line 18. Width (meters)--from either side of the centerline defined by the above coordinates. (May not apply to the restrictive air plan.)	
Line 19. Altitude/VERTEX (use subitem A for VERTEX only entry)	
A. Maximum/VERTEX	Given in mean sea level (MSL) altitude; altitude above sea level.
B. Minimum	

SECTION III (MISSION DATA)

Line 20. Mission Number	20. Indicates mission number
Line 21. Call sign	21. Flight call sign of mission aircraft
Line 22. No. and Type Aircraft	22. Self-explanatory
Line 23. Ordnance	23. Type of ordnance either by code number or actual nomenclature
Line 24. Est/Act Takeoff	24. Estimated or actual time the mission aircraft will take off

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Title and Elements	Explanation
Line 25. Est TOT	25. Estimate time on target
Line 26. Cont Pt/RDNVS (Coord/ NAVAID FIX)	26. The furthest limit of the attack aircraft's route of flight prior to control by the final controller. It should be the same as Line 7, Item F, when designated in the request.
Line 27. Initial Contact	27. Indicates the initial control agency the flight is to contact.
Line 28. FAC/ASRT/TAC(A) Call Sign Freq	28. Call sign of final control agency and frequency.
Line 29. Restrictive Fire/Air Plan--see 15-19	29. Refer to Blocks 15 through 19 for this data.
Line 30. Tgt Description	30. Self-explanatory
Line 31. Tgt Coord/Elev	31. Self-explanatory

NOTE: Section III mission data information transmitted to the requesting agency may be limited to those items not included in the request.

4. The Air Fire Plan.

a. Details of close air support may be disseminated by the following means:

(1) Oral instructions.

(2) The Fire Support Annex to an operation order.

(3) The Air Fire Support Appendix to a Fire Support Annex.

b. The demands of each particular situation and the amount of detail of air support matters will be determining factors in the selection of the medium to be used.

TASK NUMBER: 071-11B-8130

REFERENCE:

FM 100-26, The Air-Ground Operations System

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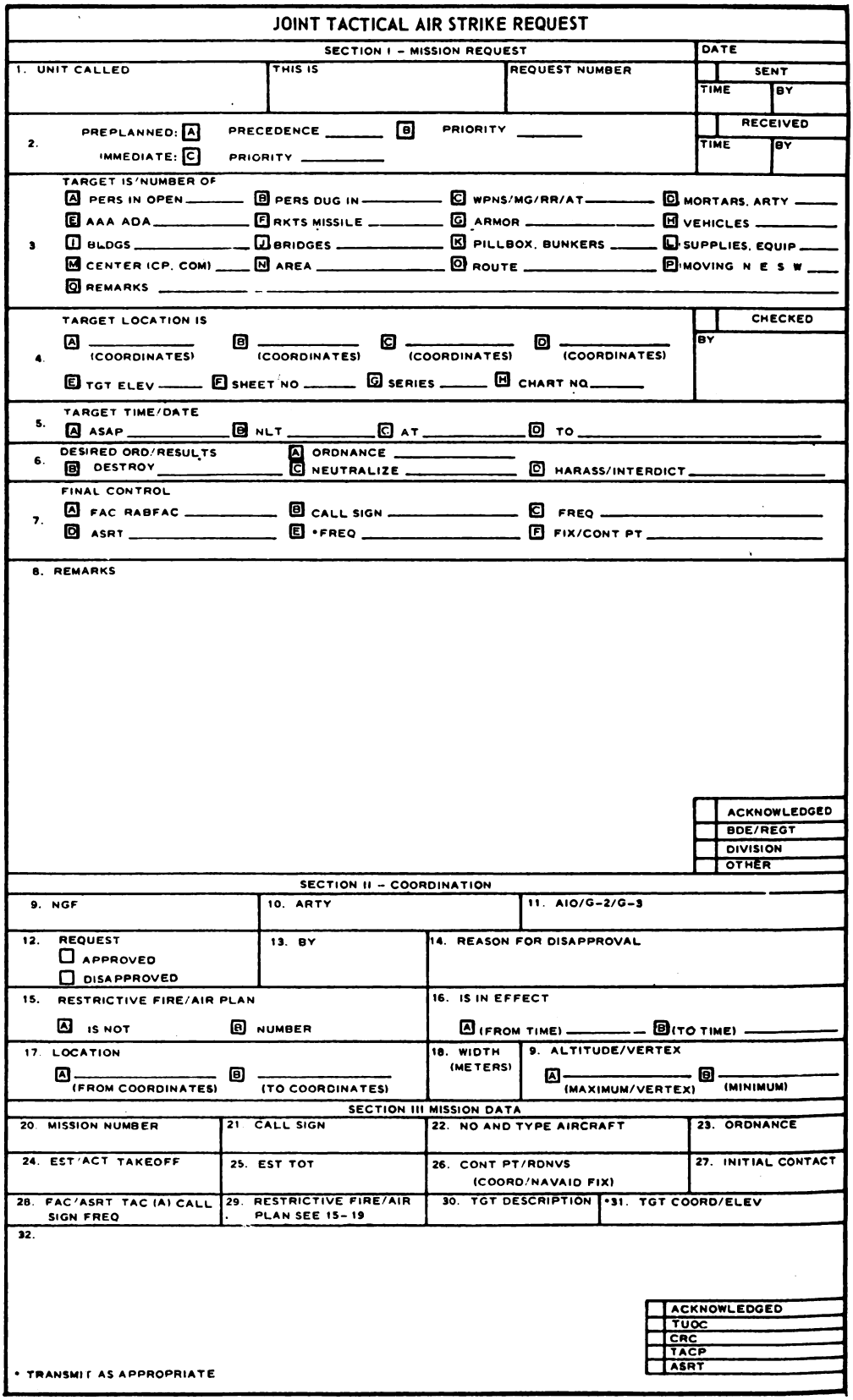

JOINT TACTICAL AIR STRIKE REQUEST

SECTION I – MISSION REQUEST

DATE

1. UNIT CALLED | THIS IS | REQUEST NUMBER | SENT | TIME | BY

2. PREPLANNED: [A] PRECEDENCE _____ [B] PRIORITY _____
IMMEDIATE: [C] PRIORITY _____
RECEIVED | TIME | BY

3. TARGET IS/NUMBER OF
[A] PERS IN OPEN _____ [B] PERS DUG IN _____ [C] WPNS/MG/RR/AT _____ [D] MORTARS, ARTY _____
[E] AAA ADA _____ [F] RKTS MISSILE _____ [G] ARMOR _____ [H] VEHICLES _____
[I] BLDGS _____ [J] BRIDGES _____ [K] PILLBOX, BUNKERS _____ [L] SUPPLIES, EQUIP _____
[M] CENTER (CP, COM) _____ [N] AREA _____ [O] ROUTE _____ [P] MOVING N E S W _____
[Q] REMARKS _____

4. TARGET LOCATION IS
[A] _____ (COORDINATES) [B] _____ (COORDINATES) [C] _____ (COORDINATES) [D] _____ (COORDINATES)
[E] TGT ELEV _____ [F] SHEET NO _____ [G] SERIES _____ [H] CHART NO _____
CHECKED | BY

5. TARGET TIME/DATE
[A] ASAP _____ [B] NLT _____ [C] AT _____ [D] TO _____

6. DESIRED ORD/RESULTS [A] ORDNANCE _____
[B] DESTROY _____ [C] NEUTRALIZE _____ [D] HARASS/INTERDICT _____

7. FINAL CONTROL
[A] FAC RABFAC _____ [B] CALL SIGN _____ [C] FREQ _____
[D] ASRT _____ [E] *FREQ _____ [F] FIX/CONT PT _____

8. REMARKS

ACKNOWLEDGED
BDE/REGT
DIVISION
OTHER

SECTION II – COORDINATION

9. NGF | 10. ARTY | 11. AIO/G-2/G-3

12. REQUEST
☐ APPROVED
☐ DISAPPROVED
13. BY | 14. REASON FOR DISAPPROVAL

15. RESTRICTIVE FIRE/AIR PLAN
[A] IS NOT [B] NUMBER
16. IS IN EFFECT
[A] (FROM TIME) _____ [B] (TO TIME) _____

17. LOCATION
[A] _____ (FROM COORDINATES) [B] _____ (TO COORDINATES)
18. WIDTH (METERS)
19. ALTITUDE/VERTEX
[A] _____ (MAXIMUM/VERTEX) [B] _____ (MINIMUM)

SECTION III MISSION DATA

20. MISSION NUMBER | 21. CALL SIGN | 22. NO AND TYPE AIRCRAFT | 23. ORDNANCE

24. EST/ACT TAKEOFF | 25. EST TOT | 26. CONT PT/RDNVS (COORD/NAVAID FIX) | 27. INITIAL CONTACT

28. FAC/ASRT TAC (A) CALL SIGN FREQ | 29. RESTRICTIVE FIRE/AIR PLAN SEE 15–19 | 30. TGT DESCRIPTION | *31. TGT COORD/ELEV

32.

ACKNOWLEDGED
TUOC
CRC
TACP
ASRT

* TRANSMIT AS APPROPRIATE

Figure 2.

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TASK
RELAY REQUEST FOR IMMEDIATE CLOSE AIR SUPPORT.

EVALUATION

CONDITIONS:

During combat operations, CPX or FTX, given a radio request for immediate close air support from subordinate element, Joint Tactical Air Strike Request Form, map/overlay of subordinate units locations, and parent unit SOP for air-ground operations.

STANDARDS:

As a minimum you must within 2 minutes:

1. Verify correct locations of target and friendly elements.

2. Channel request through battalion air liaison officer (ALO)/forward air controller (FAC) within the Tactical Air Control Party (TACP).

TRAINING

1. Immediate Close Air Support Requests. Immediate CAS missions are flown from sorties set aside from the daily allocation for this purpose or, if these are exhausted, by diverting preplanned sorties. They are used against targets of opportunity, targets that rapidly develop as a result of the ground commander's action, and in operations where targets are not identified in time to permit detailed planning.

2. Immediate Close Air Support Channels (see figure 1). Immediate CAS generated at platoon and company level are forwarded to the battalion CP via Army communications.

a. The requests are validated at this level by the battalion commander, S3 or S3 Air, and handed over to the battalion ALO/FAC within the Tactical Air Control Party (TACP).

b. The ALO/FAC submits the requests directly to the DASC over the Air Force Operated Immediate Air Request Net.

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c. The TACP at higher echelon monitor and acknowledge having received these transmissions and coordinate the request with the Army S3/G3 Air at their level. If the Army echelon above the initiating level has organic fire power (i.e., artillery, missiles), which will do the job or desires to disapprove the request for other reasons, the ALO with the headquarters disapproving the request will notify the direct air support center (DASC) to cancel the mission. Normally, disapproval should be voiced within 5 minutes after acknowledgement of receipt; silence normally means approval. Also, the initiating unit will be notified how the mission is to be handled.

d. During the time that the Tactical Air Support Elements are researching their own capabilities, the DASC personnel are simultaneously preparing the mission data and performing the preplanning necessary to engage the target as soon as possible.

e. The DASC immediately scrambles the aircraft from ground alert or diverts air alert or preplanned air through the use of the CRP.

f. The DASC then calls the TACP of the requesting unit and gives them the number of aircraft, their call sign, ordnance load (if appropriate), and the time on target that can be expected for their final control by the FAC.

g. If the desired effect on the target is not achieved by diverted ordnance, the originator must re-submit the request.

3. Marking of Friendly Positions. It is important to identify friendly positions for safety reasons and as another means of referencing the target location. Covert means should be employed whenever practical.

4. Direction of Delivery. The direction of delivery is an important consideration. Whenever possible, the fighters should attack parallel to the front of friendly troops to enhance safety. Weather, terrain features, or enemy defenses could make this impossible or unwise. In this case, friendly troops should be more concerned about marking their positions, protection cover, and increasing safe separation distances.

5. Request forms for immediate close air support are the same forms used for Preplanned CAS. See figure 2, Task: Plan/request preplanned close air support.

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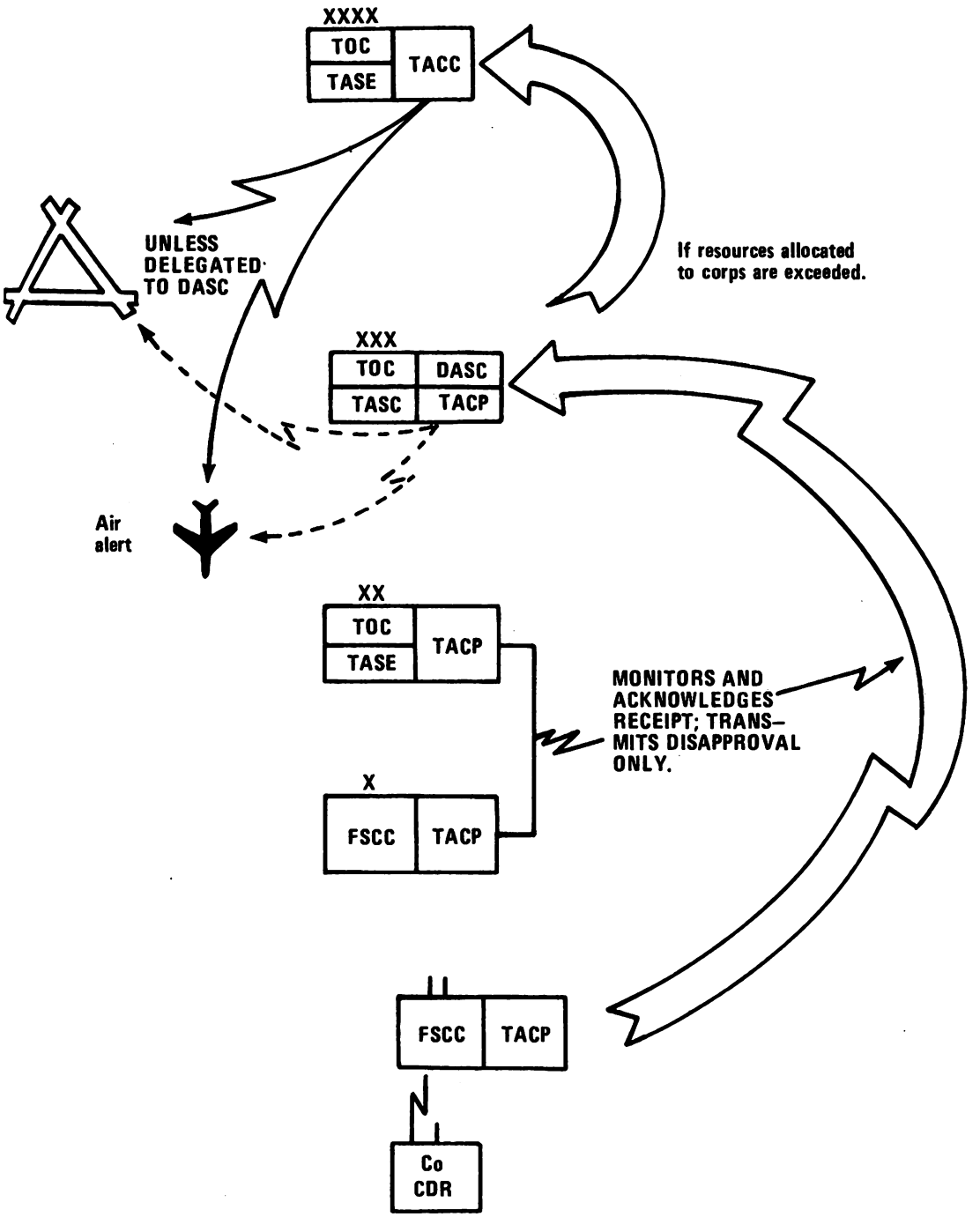

Figure 1. Immediate close air support request channels.

TASK NUMBER: 071-11B-8131

REFERENCE:

FM 100-26, The Air-Ground Operations System

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE ROAD MOVEMENT GRAPH.

EVALUATION

CONDITIONS:

As a battalion operations sergeant, given graph paper, a convenient graph scale, pencil, a starting point (SP), clearance, arrival time (AT), clearance time (CT), distance to be moved in kilometers, rate of march, location of critical points (i.e., rest halts, check points, etc.), halt time, pass time (PST), and length-of-column (LGTHCOLM).

STANDARDS;

Within the time specified by the commander's guidance, prepare the graph so that anyone familiar with the use of a road movement graph can determine where the beginning and end of the march column should be at any given time or when the beginning and end of the column will be at a given location along the route of march.

TRAINING

1. Road Movement Graph. A road movement graph is a time-distance diagram used in planning, preparing, or checking road movement tables, and controlling marches. It shows the approximate location at a specified time of the head or tail of each serial, provided the road movement proceeds as scheduled. The vertical scale to the left, with point of origin at the bottom, serves as a distance scale in kilometers and should show the relative locations along the route of critical points where coordination of the movement is required.

2. A serial is represented graphically by drawing a line to represent the movement of the head of the serial and a line to represent the movement of the tail of the serial. The lines are parallel and are drawn with a slope that represents the rate of march (at 24 kilometers on the vertical to 1 hour on the horizontal scale).

3. To prepare a road movement graph, the following steps are applicable (figure 1 and 2):

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a. Designate the lower left corner of the graph sheet as the SP Time (1225 hrs), or earlier even hour before the march is to begin. Select a convenient scale (one vertical square = 2 km, one horizontal square = 10 min) and plot the hours available in sequence from left to right on the horizontal axis (1000 hrs thru 2100 hrs).

b. Determine the distance to be moved in kilometers (136 km). Indicate the SP at the lower left corner of the graph sheet, and using an appropriate scale, plot the number of kilometers on the vertical scale from the SP (0 km, Augusta) to the release point (RP) (136 km, Fargo). Indicate the location of critical points (i.e., rest halts, check points, etc.) on the vertical scale.

c. At the proper distance from the start point, draw a horizontal line indicating the location of the RP. Indicate the hour when the movement must be completed (2005 hrs) by a vertical line. Plot lines representing route restrictions, if any, at the proper distance and times on the graph.

d. Determine the pass time (60 min) of foot and/or motor elements in the column.

NOTE: If not given, simplified formulas for length-of-column (LGTHCOLMs and PSTs) foot and/or motor may be used (see figure 2).

e. Starting at the SP at the specified hour (1225 hrs), plot the movement of the head of the leading element (left vertical line). If the motors move at a blackout rate of 24 km per hour, at 30 minutes they will have moved 12 kilometers; at 1 hour, 24 kilometers, etc. Plot the trace of the lead vehicles to the RP.

(1) The last vehicle will cross the SP one "pass time" (60 min) after the first vehicle. Measure this time on the graph and plot the trace of the last vehicle of the element (right vertical line).

(2) The lines describing the head and tail of a serial are parallel (head of column on left and tail of column of the right).

(3) Indicate the time subsequent serials (foot or motor) reach the SP, and plot the traces of the head and tail.

(4) Check to see that the plan complies with all restrictions and orders.

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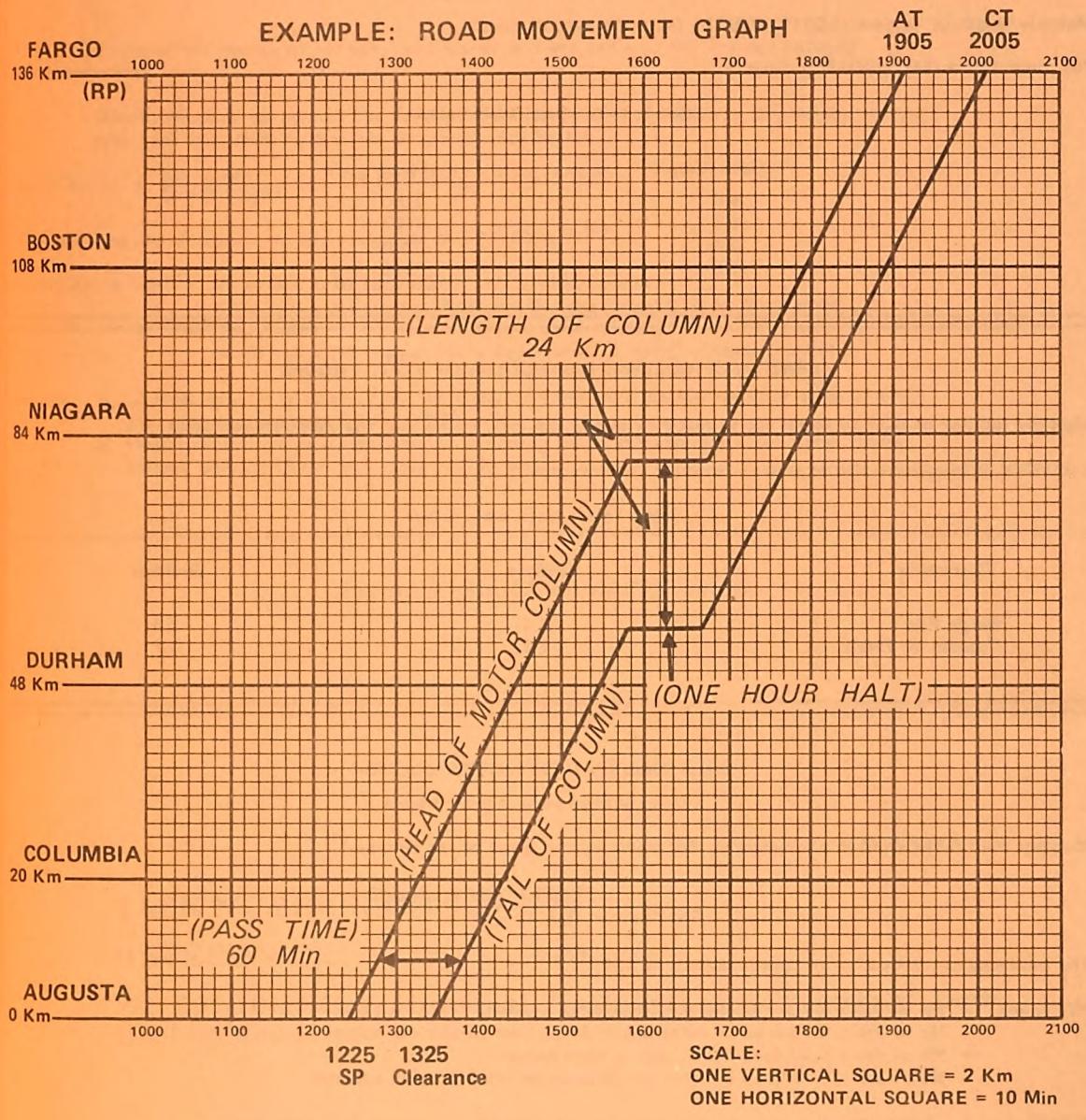

Figure 1. Road movement graph.

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PASS TIME (PST) OF FOOT COLUMNS

Multiply length of column (LGTHCOLM) by factor for rate of march.

PST (minutes) = (LGTHCOLM x Factor)

Select factor from table below

Rate (kmph)	Factor
4.0	.0150
3.2	.0187
2.4	.0250
1.6	.0375

LENGTH OF COLUMN (LGTHCOLM) OF FOOT TROOPS

Multiply number of men by factor for formation and add the total distance of the gaps between units.

LGTHCOLM (meters) = (No of men x Factor) 1 Column gaps

Select factor from table below

Formation	2m/Man	5m/Man
Single File	2.4	5.4
Column of Two's	1.2	2.7

PASS TIME (PST) OF MOTOR COLUMN

(Time required to pass given point)

Multiply the LGTHCOLM in kilometers by 60; divide by the speed of the column.(1)

$$\text{PST (min)} = \frac{\text{LGTHCOLM (km)} \times 60}{\text{Rate (kmph)}}$$

The following can determine an approximation of PST: (2)(3)

PST (min) = No of veh x 0.08 (one march unit in close column)
= No of veh x 0.18 (two or more march units (a serial) in close column)
= No of veh x 0.20 (one march unit in open column)
= No of veh x 0.30 (two or more march units (a serial) in open column)

NOTES:
1. Extra time allowance must be added if not included in the unit SOP formations.
2. Open column figures are standard for a density of 12 vpk and a rate of 24 kmph; etc. column density is 48 vpk at 16 kmph.
3. March units consist of approximately 30 veh.

Figure 2. March Formulas.

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LENGTH OF COLUMN (LGTHCOLM) OF VEHICLES

(This is the sum of the lengths of the veh, the distance between veh, and the distance between march elements)

Divide the no of vehicles by the density of vehicle per km. Add this to the quotiunt of the time gaps multiplied by the rate (kmph) divided by 60.

$$\text{LGTHCOLM} = \frac{\text{No of veh}}{\text{Density (vpk)}} + \frac{\text{Time gaps (min) x Rate (kmph)}}{60}$$

The following can determine an approximation of LGTHCOLM:[2]

LGTHCOLM (km) = No of veh x .02 (one march unit in close column)
= No of veh x .04 (two or more march units (a serial) in close column)
= No of veh x .08 (one march unit in open column)
= No of veh x .12 (two or more march units (a serial) in open column)

NOTES: 1. In close column, a 15-min time gap occupies 4 km LGTHCOLM: in open column, a 15 min time gap occupies 6 km LGTHCOLM.
2. Open column figures are standard for a density of 12 vpk and rate of 24 kmph; close column density 48 vpk at a rate of 16 kmph.

Figure 2. March Formulas (con't).

TASK NUMBER: 071-11B-8175

REFERENCE:

FM 101-10-1, Organizational, Technical, and Logistical Data, Unclassified Data

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TASK

PREPARE AIR MOVEMENT PLAN.

EVALUATION

CONDITIONS:

As an operations sergeant, given commander and/or S3 guidance, mission to be accomplished, subordinate units basic planning guides, pencil, type aircraft allocated/cargo carrying characteristics, type load worksheet format, air loading table format, personnel manifest format, air movement table format, and aircraft load summary.

STANDARDS:

As a minimum you must insure that:

1. All TOE equipment and all non-TOE equipment/material needed to accomplish the assigned mission is included in the loading plan.

2. The load is designed to facilitate the unloading of equipment/material in priority of need to accomplish the assigned mission.

3. Loading plan recognizes integrity of section/units.

4. Load is properly distributed by weight.

5. Vehicles do not exceed configurations and weight limitations for the type of aircraft specified for movement (if applicable).

TRAINING

1. Air Movement. A movement by air may be in conjunction with an airborne operation or may be an administrative move. The technical considerations for either a tactical or administrative air movement are generally the same. However, in an airborne operation the tactical plan is the overriding consideration. The air movement plan is formulated to conform to the tactical plan as far as practicable. In administrative air movements, efficient use of available airlift is usually paramount. The tactical and administrative aspects of air movement planning are contained in FM 57-1 and TM 55-450-15.

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2. Planning Considerations. The following planning considerations are used for joint airborne operations and airmobile operations.

a. **Mission.** The air movement plan must support the mission to be accomplished. This will affect the selection of troops, equipment, and supplies to be moved.

b. **Availability of Aircraft.** The number and type of aircraft available will affect the time required to complete the movement. The echelonment of the force will also depend on the aircraft available.

c. **Unit Integrity.** Whenever possible unit integrity should be maintained. In an airborne operation the task organization dictates maintaining tactical integrity. In administrative air movements, unit integrity is sacrificed in order to make maximum use of the allowable cargo load of each aircraft.

d. **Distribution of Key Personnel and Equipment.** Key personnel are distributed among the aircraft so that the loss of one aircraft does not destroy the command structure of a unit. Key items, such as crew-served weapons, command vehicles, and communications equipment are also distributed among different aircraft. This is referred to as "cross loading."

e. **Self-Sufficiency of Each Plan Load.** Whenever possible, every towed load is accompanied by its prime mover. Crews are loaded with their vehicles and crew-served weapons. Component parts accompany major items of equipment in the same aircraft. Ammunition is carried for each weapon. Sufficient personnel must accompany each aircraft to unload cargo at the destination.

f. **Full Use of Airlift Capability.** Each aircraft is loaded to take full advantage of its allowable cargo load, so far as is consistent with the mission.

3. Planning Steps.

a. **General Considerations.** Although the air movement plan should be based on tactical considerations, modifications are often necessary because of the type and number of aircraft available. In large scale operations, there are seldom sufficient aircraft to fly the entire force in one lift. Therefore, it is often necessary to airlift the force by shuttle movements. In order for the planning staff to determine aircraft requirements, information must be provided by subordinate units concerning the troops and equipment to be airlifted. For airborne operations, much of the planning is contained in the unit standing operating procedures (SOP).

b. **Organization.** Once the task organization has been established, the force is organized into assault, follow-up, and rear echelons based on the tactical plan.

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4. Weights of the Personnel.

a. For airmobile operations and tactical airlifts, the standard weights for individuals as shown below are used. These weights take into consideration the weight of the man plus his combat equipment and his share of TOE equipment that is hand-carried.

(1) Aircraft crewman - 200 pounds.

(2) Combat-equipped soldier - 240 pounds.

(3) Litter patient - 250 pounds.

(4) Parachutist - 260 pounds.

b. Each plane load is manifested. In airmobile operations, manifests should be kept as simple as possible. For example, the manifest could be a sheet from the squad leader's notebook listing the men and equipment loaded into his aircraft. In joint operations, the Army unit is responsible for manifesting its loads according to Air Force instructions. Local agreements may be made between the two services to use other types of manifests such as the automated printouts, addressograph sheets, load lists, or airline tickets.

5. Cargo Carrying Characteristics. Personnel responsible for preparing the loading plans for an air movement must be familiar with the types and characteristics of aircraft available. The aircraft cargo-carrying characteristics listed below must be considered in planning air moves.

a. Allowable cargo load.

b. Size and location of the cargo door.

c. Height of the cargo floor above the ground.

d. Size and shape of the cargo compartment and its limiting features.

e. Strength of the floor.

f. Location and strength of cargo tiedown fittings.

g. Location, number, and type of troop seats.

h. Forward and aft cargo center of gravity limits.

i. Organic loading aids available, e.g., ramps, winches, hoists, and elevators.

6. Gross Weight Limitations. One of the means for insuring that an aircraft is safe to fly is to control its gross weight. The maximum gross weight of an aircraft is governed either by the structural limitation of the airframe, or by performance. Two factors which affect the maximum gross weight are:

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a. **Meteorological Conditions.** The load-carrying capability of fixed wing aircraft and helicopters decreases with increases of altitude, humidity, and temperature.

b. **Departure and Arrival Airfield.** The length, condition, and altitude of the runway may limit the gross weight of an airplane. The runway may limit not only the takeoff weight at the departure airfield, but also the landing weight at the destination. The gross weight of helicopters may depend on the presence of cleared approaches to a landing site.

7. Allowable Cargo Load. The responsibility for computing the allowable cargo load of an aircraft is NOT that of the ground unit. The air movement planner is provided this information by the airlift unit, either Army aviation or the Air Force, as applicable. The planner must realize what factors affect allowable cargo loads, so that he may be flexible in his planning.

8. Determining Aircraft Requirement. There are three methods of determining aircraft requirement: weight, space, and type load method.

a. **Weight Method.**

(1) The weight method is used for **estimating aircraft requirements** to transport large amounts of supplies, general cargo, and personnel. This method is based on the assumption that total weight, not volume, is the determining factor.

(2) To compute the aircraft required, divide the gross weight of the cargo by the allowable cargo load of the aircraft to be used.

(3) Example: A planning officer is required to compute the number of C-130 aircraft needed to transport a task force on a particular mission. The announced allowable cargo load of each C-130 is 27,600 pounds. From the basic planning guides submitted by subordinate headquarters, a total troop and cargo weight of 1,256,868 pounds is computed. To determine the number of aircraft required, divide the total weight by the allowable cargo load:

$$\text{Number of C-130s needed} = \frac{1{,}256{,}868}{27{,}600} = 45.5 \text{ or } 46 \text{ C-130s.}$$

b. **Type load method.** This method requires consideration of the following:

(1) The principles of safe loading.

(2) The allowable cargo load, weight and balance characteristics, size of cargo compartment, and any special restrictions for each type aircraft to be used.

(3) Number and weight of personnel and equipment to be loaded.

(4) Weight and dimension data of items to be loaded.

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(5) In computing type loads and ascertaining limitations of certain loads, the best method is the use of scale-drawn templates of loads and floor diagrams. These assist the planner in determining possible arrangements of cargo and the effects of space limitations within a given cargo space. TM 55-450-15 contains floor plans of the cargo compartments for both Air Force and Army aircraft.

(6) Upon determination of the task organization and completion of the basic planning guide, the data on personnel and equipment is then translated into terms of aircraft loads. This is accomplished by establishing type loads composed of a specific number of troops and equipment and loading out the unit insofar as possible within these types. Once type loads have been developed, they must be coordinated and approved by representatives of the U.S. Air Force or U.S. Army airlift commander tasked to support the mission.

(a) By considering the above data and through the use of the type load worksheet, aircraft requirements for units can then be determined.

(b) Example: Determine the number of C-130 aircraft needed to transport a rifle company in an air landed mission. The announced allowable cargo load is 26,000 pounds.

1. The following items are to be moved: (Personnel and equipment in the advance party and follow-up echelon are not included.)

ITEM	WEIGHT (EACH)
186 Personnel	240 lbs
4 ea ¼-T Trk	3,073 lbs
6 ea ¼-T Tlr	1,065 lbs
3 ea ¾-T Trk	7,417 lbs
3 ea ¾-T Tlr	2,840 lbs
2 ea ¼-T Trk (TOW)	3,085 lbs
2 ea ¼-T Trk (MSL)	2,841 lbs
1 ea ¾-T Trk (Redeye)	7,417 lbs

NOTE: Figures include personnel and equipment of attachments accompanying the assault echelon.

2. Organize the items to be moved into type loads as follows:

C–130 Aircraft Type Loads
(ACL 26,000 lbs)

Type Load I (A–1)

29 Personnel	6,960 lbs
2 ea ¼-T Trk	6,146 lbs
2 ea ¼-T Tlr	2,130 lbs
	15,236 lbs

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Type Load II (A–2)

35 Personnel	8,400 lbs
1 ea ¼-T Trk	3,073 lbs
1 ea ¼-T Tlr	1,065 lbs
1 ea ¾-T Trk	7,417 lbs
1 ea ¾-T Tlr	2,840 lbs
	22,795 lbs

Type Load III (A–3)

33 Personnel	7,920 lbs
2 ea ¾-T Trk	14,834 lbs
1 ea ¾-T Tlr	2,840 lbs
	25,594 lbs

Type Load IV (A–4)

26 Personnel	6,240 lbs
1 ea ¼-T Trk (TOW)	3,085 lbs
1 ea ¼-T Trk (MSL)	2,841 lbs
1 ea ¼-T Tlr	1,065 lbs
	13,231 lbs

Type Load V (A–5)

28 Personnel	6,720 lbs
1 ea ¼-T Trk	3,073 lbs
1 ea ¼-T Tlr	1,065 lbs
1 ea ¾-T Trk	7,417 lbs
1 ea ¾-T Tlr	2,840 lbs
	21,115 lbs

Type Load VI (A–6)

35 Personnel	8,400 lbs
1 ea ¼-T Trk (TOW)	3,085 lbs
1 ea ¼-T Trk(MSL)	2,841 lbs
1 ea ¼-T Tlr	1,065 lbs
	15,391 lbs

3. By inspection, the number of C-130 aircraft required is:

Type I	1
Type II	1
Type III	1
Type IV	1
Type V	1
Type VI	1
Total	6

Therefore, six C–130's are required under the stated conditions.

NOTE: See figure 2 for an example of a type load worksheet.

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c. **Space Method.**

(1) The space method is a desirable method for rapidly computing aircraft requirements for small unit airmobile operations for personnel, weapons, ammunition, and vehicles since the process provides a safety factor. The majority of the computations remain constant and overall planning time is decreased.

(2) A space is defined as the weight of a fully combat-equipped soldier and is used as a denominator to convert the weight of major items of equipment and accompanying supplies into a common factor. A space is considered to be 240 pounds.

(3) In converting weight to spaces, consider only whole or half spaces by carrying fractions to the next higher half or whole space; for example, 10.1 = 10.5, 11.6 = 12.0.

(4) Convert major items of equipment such as vehicles, trailers, or heavy weapons into spaces by dividing the weight of each item by 240. If two or more items of the same type are to be transported, multiply the spaces required for a single item by the number of items. Convert additional assault supplies not carried by the individual soldier into spaces by dividing their total weight by 240.

(5) To determine the number of spaces each aircraft can provide, divide the allowable cargo load by 240. In converting allowable cargo loads to spaces, consider only half or whole spaces. Fractions will be reduced to the next lower half or whole space; for example, 22.8 = 22.5; 24.3 = 24.

Example: Determine the number of UH-1D/H helicopters required to lift the assault elements of a rifle company as shown on the planning worksheet.

Unit	Persons	SUPPLIES		MAJOR ITEMS OF EQUIPMENT				
		Weight	Spaces	Item	Weight (ea)	Spaces	No.	Total Spaces
Co A	150	2,000	8.5	¼-ton truck	2,780 lbs	12.0	5	60
				TOW w/4 missiles	389 lbs	2.0	2	4
				¼-ton trailer	1,065 lbs	4.5	3	13.5
TOTAL	150		8.5					77.5

Total Co A = 236 spaces.

Allowable cargo load, UH-1D, for 50 nautical mile radius = 2,600 lbs.

$\frac{2600}{240}$ = **10.8 or 10.5 spaces.**

Aircraft required = $\frac{236}{10.5}$ = **22.5, or 23 helicopters required.**

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(6) When using the space method insure that the weight of each piece of equipment is within the allowable cargo load of the aircraft to be used. For example, the ¼-ton truck cited above requires 12 spaces, but it cannot be transported by six UH-1D/H helicopters because of ACL limitations.

This reduces the helicopters required to 17 and requires you to find another means of transport for the 5 ¼-ton trucks.

9. Air Movement Planning Formats. The planning sequence for an air movement is as follows:

a. The basic planning guide is prepared at company level.

b. Basic planning guides are consolidated at battalion and higher level.

c. Aircraft requirements are determined, aircraft are requested, and allocated.

d. The air movement table, prepared jointly between the Air Force and Army, is distributed as part of the air movement annex to the battalion operation order.

e. Based on the air movement table, the type load worksheet, and the unit basic planning guide, the unit air loading table is prepared.

f. Personnel and cargo are manifested based on information found in the airloading table and then outloading begins.

10. Basic Planning Guide. The basic planning guide reflects the exact organization of the preparing unit in terms of personnel, vehicles, equipment, and supplies. It serves as a basis for preparation of a consolidated basic planning guide at higher headquarters. In its consolidated state, it serves as the basis for the preparation of type loads and initial determination by the weight method of aircraft requirements. It is initiated at company level and consolidated at battalion level and higher. Figure 1 is a sample basic planning guide for a rifle company including normal attachments.

11. Type Load Worksheet (figure 2).

a. Purpose. This worksheet is used at company or battalion level to organize the unit into plane-loads. It may be used either to determine aircraft requirements or to assist in allocating aircraft to subordinate units.

b. Explanation.

(1) Type loads are made up for each type aircraft, keeping within the announced allowable cargo load. If time and circumstances permit, these loads are identified with a Roman numeral for easy reference.

(2) From the basic planning guide, list all equipment, personnel, and cargo to be moved. List this information on the first line.

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(3) Select a type load and enter the appropriate number of personnel and items of equipment.

(4) Subtract line 2 from line 1 to keep a running balance of items to be loaded.

(5) Continue to organize type loads until the entire unit is loaded. A sum of the "Number of Aircraft" column gives the total number of aircraft required to lift the unit.

12. Air Movement Table (figure 3).

a. Purpose. The air movement table is prepared jointly by the combat unit and airlift commanders. Included as part of the operation order, it prescribes the allocation of the aircraft to the organization of the Army units to be lifted. It further designates the number and type of aircraft in each serial and specifies the departure site, time of loading, stations and takeoff times, and destination for each serial. It is the most complete time schedule for the air movement phase of the operation.

b. Explanation of the Air Movement Table.

(1) Heading. This gives the time period of the operation and the time zone of the times appearing in the body of the form.

(2) Column A through O are self-explanatory.

13. Air Loading Table (figure 4).

a. Purpose. This format is a data sheet used by Army unit commanders. It may be transmitted to the Air Force commander for information. The table lists the load that goes into each aircraft. Normally it is completed at company level and forwarded to battalion headquarters. Certain information that goes on it, such as the serial designation and airlift unit, is obtained from the air movement table.

b. Detailed Explanation of the Airloading Table.

(1) Heading. The headquarters of the unit preparing the format will complete the heading.

(2) Serial Number. The same serial number as given in the air movement table for the unit preparing the format.

(3) Airlift unit. The same as given in the air movement table.

(4) Chalk number of aircraft. A number is chalked on the aircraft at the departure site for identification purposes. All aircraft in each serial are numbered consecutively. If two or more serials are departing from the same departure site, the chalk numbers will run consecutively from the first aircraft in the first serial to the last aircraft in the last serial.

(5) Ground unit. The same as given in the air movement table.

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(6) Aircraft load. The items of equipment and the number of personnel loaded in the aircraft will be listed in this column.

(7) Remarks. The weight of equipment, personnel, and any notations to be made will be listed in this column.

14. Passenger manifest (figure 5). Purpose. The passenger (personnel) manifest is a record of each individual on the aircraft by name, rank, and social security number. It is based on the information contained in the airloading table. The senior Army member in each planeload is responsible for the accuracy of the manifest. A separate form is made for each aircraft, and copies normally are distributed as follows:

a. Aircraft commander.

b. Planeload commander.

c. Base operations.

d. Departure airfield control officer.

e. Arrival airfield control group.

15. Planning Worksheet (figure 6).

a. Planning worksheets are prepared at company level, as time permits, to facilitate air movement planning in airmobile operations. This form reflects troops and equipment to be airlifted and the number of spaces required to lift both. The aircraft requirements are determined by totaling the spaces required by the unit and dividing this total by the space capability of the aircraft being used.

(1) The planning worksheet is divided into the following parts:

(a) Heading. The heading identifies the unit preparing the form and may also contain information pertaining to the operation itself.

(b) Body. The body is divided into two sections which are the unit identification, personnel, and additional supplies section and the major items of equipment section.

1. Unit Identification, Personnel, and Additional Supplies Section:

Column Number 1. This column is used to identify the unit being transported.

Column Number 2. This column is used to identify the number of personnel being transported.

Column Numbers 3 and 4. The weight of additional supplies and the number of spaces required to transport these supplies are placed in these columns.

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BASIC PLANNING GUIDE	HEADQUARTERS								OPERATION									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ORGANIZATION	PERSONNEL								VEHICLES, EQUIPMENT, AND SUPPLY									REMARKS
	ASSAULT ECHELON				FOLLOW-UP ECHELON		REAR ECHELON	IN-EFFECTIVES	TYPE	ASSAULT ECHELON				FOLLOW-UP ECHELON		REAR ECHELON		
	PARACHUTE AIRDROP		AIRLAND							AIRDROP		AIRLAND						
	TOTAL NO	WT	TOTAL NO	WT	TOTAL NO	WT	TOTAL NO	TOTAL NO		NO	WT	NO	WT	NO	WT	NO	WT	
Co A, 1-66			167	40,800	2	480	None	None	¼ T Trk ¾ T Trk ¼ T Tlr ¾ T Tlr 2½ T Trk 1½ T Tlr			2 3 2 3	6,146 22,251 2,130 8,520	1 1	17,880 5,400	None	None	XO & driver w/ 1¼ T Trk and Tlr accompany adv party armorer & Co Clk in follow-up echelon
Attachments FO Tm, 1-45 FA			3	720					¼ T Trk ¼ T Trk			1 1	3,073 1,065					
FO Tm, 4.2-in Mort			2	480					¼ T Trk ¼ T Trk			1 1	3,073 1,065					
AT Sqd			8	1,920					¼ T Trk (TOW) ¼ T Trk (MSL) ¼ T Tlr			2 2 2	6,170 5,642 2,130					
Redeye Tm			2	480					¾ T Trk			1	7,417					
Co Mess Tm					7	1,680			2½ T Trk 1½ T Tlr					1 1	17,880 5,400			Co mess team in follow-up echelon
Co Aidmen			4	960														
TOTALS			186	44,640	9	2,160						21	68,682	4	46,560			

Figure 1. Basic Planning Guide.

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TYPE LOAD WORKSHEET			HEADQUARTERS: 1st Bn, 66th Inf Schofield Barracks, Hawaii								OPERATION						DATE			
TYPE LOAD	PERS	CARGO	VEHICLES								TRAILERS						OTHER			NUMBER OF AIR-CRAFT
			¼ T	¾ T	2½ T	5 T					¼ T	¾ T	1½ T	1½ TW			¼ TW TOW	¼ T TOW MSL	¾ T Red-eye	
	186		4	3	2	0					6	3	1	1			2	2	1	
I	29		2	0		0					2	0					0	0	0	1
	157		2	3		0					4	3					2	2	1	
II	35		1	1		0					1	1					0	0	0	1
	122		1	2		0					3	2					2	2	1	
III	33		0	1		0					0	1					0	0	1	1
	89		1	1		0					3	1					2	2	0	
IV	26		0	0		0					1	0					1	1	0	1
	63		1	1		0					2	1					1	1	0	
V	28		1	1		0					1	1					0	0	0	1
	35		0	0		0					1	0					1	1	0	
VI	35		0	0		0					1	0					1	1	0	1

TOTAL ACFT REQ: 6

Figure 2. Type Load Worksheet.

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(Classification)

Appendix 1 (Air Movement Table) to Annex E (Air Movement) to OPLAN ESSEX

Reference: OPLAN ESSEX

Time Zone Used Throughout the Plan: ZULU

Copy No__of__copies
1-66 Inf
Fort Benning, Georgia 31905
051400 Feb 73
EEL

TRANSPORTING UNITS							TRANSPORTED UNITS							
Serial Nr A	De-parture B	Chalk Nr C	Airlift Unit(s) D	Serial Cdr E	Nr & Type Aircraft F	Payload Available G	Employ-ment H	Unit To Be Loaded I	Serial Cdr J	Time Loading Begins (Z) K	Station Time L	Take-Off Time M	Destination DZ/LZ ETA N	Remarks O
1	0255	H-1	61st TASS	COL Canyon	C-141	60,000	Airland	HHC	COL Eagle	0130	0230	0250	LZ W 0502	
"	"	H-2	"	"	"	"	"	"	"	"	"	"	"	
"	"	H-3	"	"	"	"	"	"	"	"	"	"	"	
"	"	H-4	"	"	"	"	"	"	"	"	"	"	"	
"	"	H-5	"	"	"	"	"	"	"	"	"	"	"	
1	0255	A-1	61st TASS	COL Canyon	C-130	35,000	Airland	Co A	COL Eagle	0130	0230	0250	LZ W 0520	
"	"	A-2	"	"	"	"	"	"	"	"	"	"	"	
"	"	A-3	"	"	"	"	"	"	"	"	"	"	"	
"	"	A-4	"	"	"	"	"	"	"	"	"	"	"	
"	"	A-5	"	"	"	"	"	"	"	"	"	"	"	
"	"	A-6	"	"	"	"	"	"	"	"	"	"	"	

Continued

(Classification)

Figure 3. Air Movement Table (TM 55-450-15).

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AIRLOADING TABLE				HEADQUARTERS: Co A, 1-66 Inf	
Inclosure 1 (Airloading Table) to Appendix 2 (Loading Plan) to Annex E (Air Movement Plan) to OPLAN ESSEX				PLACE: Fort Benning, Georgia	
DEPARTURE AIRFIELD: A-101				DATE:	
LOADING BEGINS 0130Z D+1				STATION TIME: 0235z D-1	
SERIAL NR	AF UNIT	ACFT CHALK NR	ARMY UNIT	ASSAULT ACFT LOADED WITH	REMARKS, INCLUDING SP EQUIP NEEDED FOR LOADING AND TOTAL PAYLOAD
1	61st TASS	A -1	A/1-66	29 Personnel 2 ea ¼ T Trk 2 ea ¼ T Tlr	Personnel (9) Co Hq: Cdr, RTO, Comm Ch, Rad Mech, Wireman, Aidman, Arty FO, Recon Sgt, Recon RTO (5) 1st Plt: Plt Ldr, RTO, 81-mm FO & RTO, Aidman (10) 1 Rif Sqd (5) AT gunner, asst gunner, MG gunner, asst MG gunner, ammo bearer Vehicles Co Hq: 1 ea ¼ T Trk w/Tlr Arty FO: 1 ea ¼ T Trk w/Tlr TOTAL PAYLOAD: 15,236 lbs
		A - 2	A/1-66	25 Personnel 1 ea ¼ T Trk w/Tlr 1 ea ¾ T Trk w/Tlr	Personnel (1) 1st Plt: Plt Sgt (20) 2 Rif Sqd (6) Wpn Sqd Ldr, AT gunner, asst gunner, MG gunner, asst gunner, ammo bearer (8) Mort Plt: Plt Ldr, RTO, FDC, 1 81-mm Mort Sqd Vehicles Mort Plt: 1 ea ¼ T Trk w/Tlr 1 ea ¾ T Trk w/Tlr TOTAL PAYLOAD: 22,795 lbs
		A - 3	A/1-66	33 Personnel 2 ea ¾ T Trk 1 ea ¾ T Tlr	Personnel (5) 2d Plt: Plt Ldr, RTO, 81-mm Mort FO & RTO, Aidman (20) 2 Rif Sqd (6) Mort Plt: FDC, 1 81-mm Mort Sqd (2) Redeye Vehicles Mort Plt: 1 ea ¾ T Trk w/Tlr Redeye: 1 ea ¾ T Trk TOTAL PAYLOAD: 25,594 lbs

Figure 4. Airloading Table.

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PASSENGER MANIFEST			(Check applicable box) NONREVENUE		REVENUE	1. CARRIER MAC	2. AIRCRAFT NO. C-124/0502
3. ORIGIN Pope AFB	4. DESTINATION (Name and location) Travis AFB		5. MANIFEST NO. 2			6. TRIP NO. AND DATE 4419 1 Jan	7. CABIN ATTENDANT
8. MANIFEST							
LINE NO.	GRADE OR TITLE A.	U.S. ARMED FORCES PASSENGERS (Name and AFSN or SSAN) U.S. CIVILIANS AND FOREIGN NATIONALS (Name-Last, First, M.I.- and Passport No.) B.	CHECKED BAGGAGE PIECES C.	CHECKED BAGGAGE WEIGHT D.	PASSENGER WEIGHT PLUS CABIN BAGGAGE E.	AUTHORITY AND/OR PRIORITY IDENTIFICATION (HQS., Order No., and Date) F	
1	SSG	DOE, JOHN M 260932563			300	405th TFW	
2	MAJ	JONES, FRANK W 732484290			300	405th TFW	
3	LTC	ROE, THOMAS T 402079044			285	HQ USSTRICOM	
4	SN	SMITH, LLOYD A 322060728			285	AIRANTISUBRON 11	
5	SP6	GREEN, ROBERT N 194786112			300	HQ 107 AIRBORNE DIV	
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
		TOTALS			1470	TOTAL WEIGHT PASSENGERS AND ALL BAGGAGE	1470
9. ALL PASSENGERS AND BAGGAGE LISTED ON THIS MANIFEST HAVE BEEN LOADED.							
DATE 1 JAN 68	MANIFEST PREPARED BY (Typed name, grade, title) BROWN, PAUL M., SSG				SIGNATURE OF LOADING SUPERVISOR		
10. ALL PASSENGERS AND BAGGAGE LISTED ON THIS MANIFEST HAVE BEEN RECEIVED EXCEPT AS CIRCLED AND NOTED ON REVERSE							
DATE	PRINTED NAME, GRADE OR TITLE OF UNLOADING SUPERVISOR				SIGNATURE		

AF FORM APR 68 96 REPLACES AF FORM 96b, OCT 63, WHICH WILL BE USED UNTIL 30 JUN 69.

Figure 5. Passenger Manifest (TM 55-450-15).

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PLANNING WORKSHEET		HEADQUARTERS					OPERATION			DATE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
UNIT	PERSONNEL	ADDITIONAL SUPPLIES		MAJOR ITEMS OF EQUIPMENT					TOTAL SPACES EA UNIT (TOTAL COL 2, 4, 9)	REMARKS
		Weight lbs	Spaces	Item	Weight lbs	Spaces (ea)	Nr of Items	Total Spaces		
B/1-66	185 (Includes attachments) Note 1	4566	19	¼-T Trk w/AN/VRC-125	2357	10.0	1	10.0		Wpns Plt Ldr veh. Wt includes radio.
				¼-T Trk w/AN/VRC-47	2408	10.5	2	21.0		Cdr & XO vehs. Wt includes radio.
				¼-T Trk w/AN/VRC-46 AN/VRC-125	2462	10.5	1	10.5		Arty FO Tm veh. Wt includes radios.
				¼-T Trk w/AN/VRC-46 AN/VRC-24 & AN/GRC-19	2714	11.5	1	11.5		TACP. Wt includes radios.
				¼-T Trk, Amb	2963	12.5	1	12.5		
				¼-T Trk for TOW	2696	11.5	2	23.0		Wt does not include rifle.
				TOW w/4 Missiles	389	2.0	2	4.0		Wt includes grd mount.
TOTALS	185		19					92.5	296.5	

NOTES:
1. The following personnel were left with the battalion:
   XO — Co Clk
   Supply Sergeant — Rad-Tel Opr
   Armorer
2. 81-mm mortar section will use the XO's vehicle.

$$\frac{\text{ACL}}{240} = \frac{3000}{240} = 12.5 \text{ spaces per helicopter}$$

$$\frac{\text{Total Unit Spaces}}{\text{Spaces/helicopter}} = \frac{296.5}{12.5} = 23.9 \text{ or } 24 \text{ UH-1D/H Helicopters to lift B/1-66}$$

Figure 6. Planning Worksheet.

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LOAD	C-119 *L443 W 110 H 96	C-123 L W H	C-130 L496 W 120 H 109	C-124 L924 W 135 H 139	C-141 L840 W 123 H 109	C-5A L1736 W 228 H 162	CARIBOU CV-2 L345 W 735 H 75	CHINOOK CH-47 L366 W 90 H 78
Parachutists	42	46	64	112	123	**75	24	24
Air Landed Personnel	62	60	92	200	154	***270	32	33
Trk ¼-T	3 Trks	3 Trks	4 Trks	12 Trks	6 Trks	–	1 Trk	2 Trks
Trk ¼-T w/Tlr	2 Trks, 2 Tlrs	3 Trks, 3 Tlrs	3 Trks 3 Tlrs	8 Trks, 8 Tlrs	4 Trks, 3 Tlrs	–	1 Trk, 1 Tlr	2 Trks, 2 Tlrs
Trk ¾-T	2 Trks	2 Trks	2 Trks	4 Trks	4 Trks	–	–	1 Trk
Trk ¾-T wT Tlr	1 Trk, 1 Tlr	1 Trk, 1 Tlr	2 Trks, 2 Tlrs	3 Trks, 3 Tlrs	3 Trks, 2 Tlrs	–	–	1 Trk
Misc ¾-T Loads	1 Trk w/How 105-mm	1 Trk w/How 105-mm	–	–	2 Trks w/How 105-mm	–	–	–
Trk 2½-T w/Tlr	1 Trk, 1 Tlr	1 Trk, 1 Tlr	1 Trk, 1 Tlr	2 Trks, 2 Tlrs	2 Trks, 2 Tlrs	–	–	–
Misc Loads	Combination Not Loadable	Combination Not Loadable	1 Trk 5-T 1 How 155-mm	2 Trks, 2 How 105-mm	2 5-T Trks	–	–	–
	1 How 155-mm	1 How 155-mm	1 Trk 2½-T 1 How 105-mm	1 Trk 5-T 1 How 105-mm	–	–	–	–
	1 AN/GRC-26 (Mod)	1 AN/GRC-26 (Mod)	1 AN/GRC-26 (Mod) 1 Trk ¾-T	1 AN/GRC-26 1 Trk 2½-T	–	–	–	–
	1 Tractor D6	1 Tractor D6	1 Tractor D6	1 Tractor D7 1 Tractor D4	–	–	–	–
	2 AN/GRC-46	2 AN/GRC-46		2 Shop Vans 2 Tlrs 1½-T	–	–	–	–
			8-Inch Howitzer	8-Inch Howitzer	–	–	–	–

*Cargo compartment size in inches.
**Under development, 73 seats available in troop compartment.
***Aft facing paletized seat kit.

Figure 7. Aircraft Load Summary.

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2. Major items of equipment section:

Columns 5 through 7. These columns are used for major items of equipment. Column 5 is used to give the exact description of the major item of equipment being transported. Column 6 is used to give the exact weight of each of the items described in Column 5. Column 7 is used to reflect the exact number of spaces necessary to transport each piece of equipment described in Column 5.

Column Number 8. This column reflects the NUMBER of items in Column 5 that are to be airlifted.

Column Number 9. This column reflects the total spaces required to transport all of the items described in Column 5.

16. Aircraft Load Summary (figure 7). List of aircrafts/personnel and equipment capabilities.

TASK NUMBER: 071-11B-8140

REFERENCES:

FM 55-13, Standard Loads in Air Force C-5 Aircraft
FM 55-15, Transportation Reference Data
Fm 57-1, US Army/US Air Force Doctrine for Airborne Operations
TM 55-12, Movement of Army Units in Air Force Aircraft
TM 55-450-15, Airmovement of Troops and Equipment (Non Tactical)

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TASK
SUPERVISE ESTABLISHMENT/DISPLACEMENT OF TACTICAL OPERATIONS CENTER (TOC).

EVALUATION

CONDITIONS:

As an assistant operations sergeant, given a requirement to supervise or assist in the establishment/displacement of a TOC.

STANDARDS:

Insure that as a minimum the TOC satisfies the requirements listed in the TOC operation checklist (figure 1). [NOTE: Your unit may amend or provide a totally different checklist or SOP tailored to its specific operational requirements.]

TRAINING

GENERAL: As an assistant operations sergeant during combat or in a simulated combat environment, your principal duty is to assist in establishment and the actual operation of the commander's nerve center, the Tactical Operations Center. To make your job easier and to identify requirements that must be accomplished to insure effective performance, the TOC operation checklist has been developed (figure 1). This checklist consists of two sections which are discussed below:

a. Section I: The tasks in this section are listed in the order in which they normally occur. When adequate personnel are involved in the operation of the TOC these tasks may be performed simultaneously. If these tasks cannot be done the TOC has failed in its mission.

b. Section II: The remaining tasks on the checklist do not represent all that must be done to insure the combat survivability and efficiency of the TOC but are the more important ones. Depending on the number of personnel available, all the tasks can be accomplished at the same time as those in Section I or separately. The order in which the Section II tasks are listed in the checklist does not set a priority for their accomplishment.

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TOC OPERATION CHECKLIST

Section I: Mission requirements.	YES	NO
1. All radios (AM/FM) operational and manned by qualified personnel.	____	____
2. Situation map posted with the current operation(s) and updated with significant developments.	____	____
3. The Staff Duty Journal (DA Form 1594) is opened as soon as TOC is operational and all significant developments are entered on the form.	____	____
Section II: Additional requirements that improve efficiency and survivability.	____	____
4. Telephone nets are opened.	____	____
5. Planning map and/or planning overlays are available to the commander.	____	____
6. TOC personnel are assigned defensive sectors and hasty defensive positions are prepared.	____	____
7. Access to TOC is controlled (e.g., concertina and sentries positioned and I.D. badges used).	____	____
8. TOC duty shifts are designated.	____	____
9. Vehicular equipment and positions are camouflaged.	____	____
10. Facilities are blacked out.	____	____
11. Generators are sandbagged.	____	____
12. Fighting positions are improved.	____	____

Figure 1.

TASK NUMBER: 071-11B-8150

REFERENCE:

None

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TRAINING AND EVALUATION OUTLINE

TASK
ESTABLISH PRIORITIES FOR GENERAL MAINTENANCE.

EVALUATION

CONDITIONS:

As platoon sergeant/acting platoon leader given a scheduled period for maintenance or any available time in which to perform maintenance.

STANDARDS:

Priorities for general maintenance will:

1. Support all foreseeable unit missions in order of their occurrence (or criticality as determined by the commander).

2. Concentrate first on serviceability of mission essential equipment then on all remaining items of equipment.

3. Maximize efficient use of personnel, time, equipment, facilities, and support available.

TRAINING

1. The establishment of maintenance priorities should always be based upon the unit's mission. Study the mission; then decide (or the commander/platoon leader might specify) what equipment is necessary to accomplish your assigned mission. Next, you will evaluate the readiness status of the mission essential equipment you have on hand. The status of this equipment will serve as an indicator which will tell you in what order your equipment needs to be raised to a readiness status, and if any possible supply actions will be necessary to remedy equipment problem areas, i.e., shortages, missing parts, etc.

2. Once it has been determined what equipment is mission essential and its status, you will then concentrate your available resources on that equipment. You should ask yourself the following questions:

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a. How many personnel do I have?

b. How much time do I have?

c. Do I have the necessary tools on hand?

d. Do I have the necessary parts on hand?

e. Can task be accomplished at my level of maintenance?

In order to insure that priorities established are based upon the mission, resources, and commander's guidance, you should perform the following steps:

STEP ONE: List critical maintenance requirements.

STEP TWO: Identify the most critical tasks.

STEP THREE: Identify the critical tasks which can be accomplished with available resources.

STEP FOUR: Assign specific personnel to accomplish tasks.

STEP FIVE: Supervise and inspect to insure tasks are performed to prescribed standards.

3. If you follow the guidance as set forth in this training, the priorities that you set will support the accomplishment of your unit's mission by making maximum use of available time, personnel, and other resources.

TASK NUMBER: 071-11A-8001

REFERENCE:

None.

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TASK

REQUEST SUPPLIES AND LOGISTICAL SERVICES.

EVALUATION

CONDITIONS:

You have been given guidance from your unit commander or unit SOP to maintain an accurate status of supplies and to request replacement of shortages and any needed logistical support.

STANDARDS:

1. Maintain an accurate status of all: accountable supply items and ammunition (without error); expendable supply items (to within 10%); and rations and water (to within 10%).

2. Report without error on status determined above, as requested or directed by unit SOP.

3. Request resupply of any item, as directed by your unit's SOP, before a shortage occurs which will detract from the operational effectiveness of your platoon.

TRAINING

1. As platoon sergeant, it is your responsibility to perform a periodic check on the status/condition of your platoon's supplies and equipment. You should know that your role in the Army's logistical system is that of an assessor. Once you make an assessment of the supply situation in your platoon, you must immediately pass this information on to your commander/executive officer or supply sergeant.

2. At company level, there is no designated logistics officer. However, the company executive officer usually serves as the commander's principal assistant for planning, organizing, and supervising the logistical operations of the company. He is responsible for supervising the feeding of the company, initiating timely requests to battalion for supplies, supervising the distribution of fuel and ammunition, and organizational maintenance. The company supply sergeant is the commander's principal enlisted assistant for supply matters; he requests and issues ammunition, petroleum-oil-lubricant (POL) supply, and replacement equipment. He maintains supply records, to include usage data.

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3. Your status report should identify the status of specified items. Normally, your report will be informally written or oral. However, your report is very important, in that it generates the initiation of the formal methods of requisitioning supplies. Your commander or unit SOP may establish guidance for the reporting of shortages or losses, to facilitate control and minimize the possiblity of over/under requisitioning.

4. Normally, your unit's executive officer or supply sergeant will consolidate the individual platoon requests for supplies, rations, ammo, clothing, etc., and requisition supplies/logistical support from the next higher logistics section or support unit (if the item is not available within the company). The executive officer or supply sergeant can request the following items:

CLASS I ITEMS:	RATIONS.
CLASS II ITEMS:	CLOTHING, TOOLS, ADMINISTRATIVE AND HOUSKEEPING SUPPLIES AND EQUIPMENT.
CLASS III ITEMS:	POL.
CLASS IV ITEMS:	CONSTRUCTION MATERIAL.
CLASS V ITEMS:	AMMUNITION.
CLASS VI ITEMS:	PERSONAL DEMAND ITEMS (CANDY, SOAP, CIGARETTES).
CLASS VIII ITEMS:	MEDICAL MATERIEL.
CLASS IX ITEMS:	REPAIR PARTS.
CLASS X ITEMS:	MATERIAL TO SUPPORT NON-MILITARY PROGRAMS.

MISCELLANEOUS ITEMS: WATER, SALVAGE, MAPS.

5. It is your responsibility, however, to insure that members of your platoon are equipped with the supply items necessary for them to effectively perform their jobs and that the platoon is provided the logistical services necessary for their welfare and combat survivability. Your logistical responsibilities are to be aware of the status of supplies within your platoon and to make timely requests (through your supply section) by type and amount. You must also know the status of TOE equipment and request replacement items for equipment that is lost, damaged, or destroyed.

TASK NUMBER: 071-11A-8002
REFERENCE:

FM 100-10, Field Service Regulations Administration

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TRAINING AND EVALUATION OUTLINE

TASK
MAINTAIN ACCOUNTABILITY OF PERSONNEL (STATUS REPORT, CASUALTY REPORT).

EVALUATION

CONDITIONS:

As platoon sergeant/acting platoon leader of a platoon:

SITUATION 1: In a training environment.

SITUATION 2: In a combat environment.

STANDARDS:

SITUATION 1: Provide the platoon leader with specific and accurate information on the status (by name) of all personnel in the platoon.

SITUATION 2: As acting platoon leader, provide the commander with an initial casualty report containing complete, accurate, and timely information on personnel who were killed, wounded, or are missing, and also provide the status of all remaining personnel.

TRAINING

1. As a leader it is your responsibility to know who your men are and where they are at all times. Daily or frequent accounting of personnel helps to effectively control your men and resources, and makes available to the platoon leader/company commander the facts surrounding the status of his platoon/company.

2. Your status report would normally include the following information:

   a. Names of soldiers.

   b. Service numbers and grades.

   c. Status (present, AWOL, sick call, etc.).

   d. Total number of personnel assigned.

      (1) Number physically present.

      (2) Number not present.

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Personnel status reporting helps the commander evaluate his readiness posture. More important, when this responsibility is performed daily it helps to keep a unit organized and mission-oriented.

3. When a soldier becomes a casualty, there are established procedures set by Army regulations which govern the compiling of and the dissemination of information regarding the condition of the soldier in question. These set procedures are referred to as the Casualty Reporting System. The purpose of this reporting system is to gather, check, and promptly transmit complete and accurate information on casualties sustained under normal or hostile conditions. The information collected through this program is used to notify the casualty's family and interested Government agencies. It is also used as a basis for payments of benefits and entitlements. These procedures include the designation of reporting responsibilities, evidence needed to substantiate a casualty's physical condition, the channels through which reports pass, responsibilities of inquests and boards of inquiry for missing persons, and rules for notifying the casualty's family, and release of casualty information.

4. AR 600-10 contains in detail, the information on the following aspects of casualty reporting:

a. Applications and responsibilities.

b. Casualty reporting procedures under normal and hostile conditions.

c. Responsibilities and procedures for notifying the casualty's family and others.

d. Casualty reporting procedures during field exercises and movement of units to and from overseas areas.

e. Inquests and boards of inquiry for missing persons.

f. Prisoners of war in US Army custody.

5. The reporting of casualties is a command responsibility and is passed through command channels. The commander or major commander is responsible for the preparation of the reports. However, the commander must have a reliable source and that source is you. The commander will depend heavily on your account of the circumstances surrounding the casualty's incident. Therefore, your role in the system may be that of a reporter or collector of information; information which would be helpful to the commander in providing the most accurate account of what took place. A method of collecting data within an area of operation is the use of DA Form 1155 (Witness Statement on Individuals).

6. As a leader under either hostile or normal conditions, it is important that you familiarize yourself and your troops with the procedures and categories of the Casualty Reporting System as prescribed in AR 600-10.

TASK NUMBER: 071-11A-8003

REFERENCES:

AR 600-10, Casualty Reporting System
FM 25-2, Unit Commander's Guide

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